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ABSTRACT

Intended for women who plan to combine a career with motherhood, this book is a planning document for the full-time working mother-to-be during the three trimesters of pregnancy and the first trimester of motherhood. Each section discusses physical and mental changes associated with motherhood and includes a calendar for appointments and events during the trimester. In addition, the first section (weeks 1 to 12) suggests that the mother-to-be should start planning for child care, considering child care options, and thinking about potential on-the-job hazards. The second section (weeks 13 to 24) provides information on dealing with colleagues at work during pregnancy, and beginning to think about the baby's needs. Section 3 (weeks 25 to 40) discusses choosing a pediatrician, fathering, and other issues. Section 4 (weeks 41 to 52) discusses adjusting to motherhood, the "perfect-parent" syndrome, and the importance of reviewing child care arrangements. The last section deals with challenges related to parenting faced by working women: family-friendly work environments, parenting parents, corporate life and the advantages offered by medium-sized and smaller companies, and goal-setting strategies for work and home. Twenty-seven appendices include various charts, checklists, and reference information for pregnant women and new mothers, including lists of questions to consider when choosing day care and child caregivers, and lists of parent and child care support groups. (DR)

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The Pregnancy & Motherhood Diary

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PLANNING THE FIRST YEAR OF YOUR SECOND CAREER

Susan Schiffer Stautberg

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THE PREGNANCY AND MOTHERHOOD Diary

Planning the First Year of Your Second Career

SUSAN SCHIFFER STAUTBERG

MASTER MEDIA LIMITED
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To Ted for his love and patience;
to Edward for his inspiration

Acknowledgments

Thanks to Jean Rhodes Matthews, my friend, who is the beautiful mother of four on the cover of this book.

I'd like to thank the makers of Q-Tips™ for their enthusiastic support in creating this updated edition of *The Pregnancy and Motherhood Diary*. Don't miss the valuable coupon that Cheseborough-Ponds has included on the last page of this book.

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Introduction

MILLIONS OF CONTEMPORARY WOMEN are challenging the old notion that business and babies do not mix. All over the country, mothers are discovering that it is possible to raise families without giving up their jobs. As a result, pregnant women, once a rare sight in the work force, are turning up in every profession.

In spite of this progress, some critics insist that women can't have children and work at the same time because it's either bad for babies, for bosses, for mothers, or for marriages. My own experience proved to be quite the contrary and, as I discovered, I am not unique.

But let me go back to the beginning. Once I decided that I was going to have a baby and, simultaneously, pursue my career, I realized that I needed some advice on how to manage it all. I searched in vain for a book to guide me that would tell me what I needed to know. How and when should I tell my boss? How should I negotiate maternity leave? How long a maternity leave should I take?

At three months and finding no book for women who are both pregnant and working, I turned to other women who had or were having babies and whose careers were still thriving. "How did you do it?" I asked. "What kind of planning did it involve? What were the problems and pitfalls? Do you have any tips to pass along?"

By the time I had given birth and was in my fourth trimester, I had interviewed over two hundred mothers and expectant mothers, along with scores of employers, doctors, mental health experts, and other professionals. I had also learned a great deal from my own experience. The information I gathered and the insights I gained were too valuable not to be shared. That's why I wrote *Pregnancy Nine to Five: The Career Woman's Guide to Pregnancy and Motherhood.*

In the first two years after *Pregnancy Nine to Five* was published, I crisscrossed the country on a national media tour. Mothers, fathers, and employers were enthusiastic about the book and it has been reprinted several times. I was also asked to write a new kind of diary. Over and over, working women told me of their need for a planning document for the full-time working mother-to-be.

So, once again, with the help of friends, I developed a guide that enables you to think about all the key events, chronicle them, and create a lasting document that will not only be helpful in your pregnancy, but will also provide meaningful information that you can look back on in future pregnancies.

The Pregnancy and Motherhood Diary: Planning the First Year of Your Second Career is your appointment diary for the next 12 months.

It is designed to fit into your purse or briefcase. Keep it with you so you can write down important questions as they arise, keep an up-to-date list of your and your baby's needs, and maintain your daily, monthly, and yearly schedule. By taking your diary with you, you will be able to record this important time in your life and be prepared. You will always want to cherish and remember this year.

The following chart will enable you to find the day of the week in any year from 1987 through 2000.

Perpetual Calendar

I. First choose the correct year and note the letter that follows it.

1987D 1991B 1995G 1999E
1988L 1992J 1996H 2000M
1989G 1993E 1997C
1990A 1994F 1998D

II. Find this letter in the "Months" chart and note which number falls under the month you need.

III. Finally, use the calendar that corresponds to that number.

Months

	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
A	1	4	4	7	2	5	7	3	6	1	4	6
B	2	5	5	1	3	6	1	4	7	2	5	7
C	3	6	6	2	4	7	2	5	1	3	6	1
D	4	7	7	3	5	1	3	6	2	4	7	2
E	5	1	1	4	6	2	4	7	3	5	1	3
F	6	2	2	5	7	3	5	1	4	6	2	4
G	7	3	3	6	1	4	6	2	5	7	3	5
H	1	4	5	1	3	6	1	4	7	2	5	7
I	2	5	6	2	4	7	2	5	1	3	6	1
J	3	6	7	3	5	1	3	6	2	4	7	2
K	4	7	1	4	6	2	4	7	3	5	1	3
L	5	1	2	5	7	3	5	1	4	6	2	4
M	6	2	3	6	1	4	6	2	5	7	3	5
N	7	3	4	7	2	5	7	3	6	1	4	6

Calendars

	1	2	3	4	5	6	7
Monday	1						
Tuesday	2	1					
Wednesday	3	2	1				
Thursday	4	3	2	1			
Friday	5	4	3	2	1		
Saturday	6	5	4	3	2	1	
SUNDAY	7	6	5	4	3	2	1
Monday	8	7	6	5	4	3	2
Tuesday	9	8	7	6	5	4	3
Wednesday	10	9	8	7	6	5	4
Thursday	11	10	9	8	7	6	5
Friday	12	11	10	9	8	7	6
Saturday	13	12	11	10	9	8	7
SUNDAY	14	13	12	11	10	9	8
Monday	15	14	13	12	11	10	9
Tuesday	16	15	14	13	12	11	10
Wednesday	17	16	15	14	13	12	11
Thursday	18	17	16	15	14	13	12
Friday	19	18	17	16	15	14	13
Saturday	20	19	18	17	16	15	14
SUNDAY	21	20	19	18	17	16	15
Monday	22	21	20	19	18	17	16
Tuesday	23	22	21	20	19	18	17
Wednesday	24	23	22	21	20	19	18
Thursday	25	24	23	22	21	20	19
Friday	26	25	24	23	22	21	20
Saturday	27	26	25	24	23	22	21
SUNDAY	28	27	26	25	24	23	22
Monday	29	28	27	26	25	24	23
Tuesday	30	29	28	27	26	25	24
Wednesday	31	30	29	28	27	26	25
Thursday		31	30	29	28	27	26
Friday			31	30	29	28	27
Saturday				31	30	29	28
SUNDAY					31	30	29
Monday						31	30
Tuesday							31

THE PREGNANCY

Planning
the First Year
of Your
Second Career

AND MOTHERHOOD
Diary

The First Trimester

Weeks One to Twelve

ONCE YOU HAVE conceived, you will want to get an early start on caring for yourself and your unborn child.

The list of tasks confronting you will seem formidable, but it isn't—for one simple reason: the tasks don't have to (and, in fact, shouldn't) be done all at once. You notice an immediate drop in your anxiety level if you take them in a logical sequence, one trimester at a time.

Changes Within You

It is an ironic fact that during the first trimester of pregnancy, when your condition is not yet visible, you are apt to feel worse than you will at any time during the entire nine months. You may experience fatigue, nausea, dizziness, or mood swings. These first-trimester symptoms are a sign that your body is adapting to your new condition. Since nobody in your office knows about your pregnancy, however, you'll have to make an effort to behave as if it's business as usual.

Neither pregnant women nor unborn babies are as fragile as many people imagine. Professional rodeo rider Cindy Wright competed in barrel races two months before her baby was due. "At seven months I was a little ungainly, so I didn't ride as well as I normally do," she says, "but the doctor saw no reason why I couldn't compete "

Selecting Your Doctor/Nurse/Midwife

Do you have a relationship with a gynecologist who also delivers babies? If not, your regular doctor, or a friend, may be able to refer you to a good obstetrician. If you have recently moved, do not know any doctors, or do not like the ones you know, obtain the names of specialists from local hospitals, medical centers, the county health association, the Red Cross, state licensing agencies, the American Medical Association local chapter, or health maintenance organizations.

What to Look for Before Selecting an Obstetrician

- What are the obstetrician's office hours? (Working mothers often must make appointments in the evenings or on weekends.)
- Is the doctor in solo practice or part of a group?
- Is he or she affiliated with a hospital? (You want to know what kind of backup support the doctor has and where the delivery will be scheduled.)

Your First Visit

Ask questions that will enable you to sense if your philosophies and personalities mesh. Feel free to take notes.

Interviewing Your Obstetrician

- Ask your obstetrician about your decision to continue working.
- Describe the nature of your work, including any special hazards.
- Indicate the travel requirements, if any, and, if you live some distance from your place of work, the kind of commute you have.
- Discuss birth-plan options (such as presence of partner, natural childbirth, use of medications, cesarean delivery, etc.).

A doctor should not try to put obstacles in your path and should be willing to answer all your questions. If, after a few visits, you decide that you do not like your doctor, find another one.

You and Your Boss: Whom to Tell and When

Try not to announce your pregnancy during the first trimester, no matter how excited you are. Approximately 15 out of every 100 pregnancies end in miscarriages during the first three months, and you will spare yourself explanations if you wait until you are past the danger point before telling people. Another important reason for not mentioning your pregnancy to the office at large is so your boss can hear the news directly from you. Before you talk to your boss, you should know exactly what you want and what you are prepared to do to get it.

Your boss should be the first person in the office you tell and should hear the news directly from you. If your boss hears it through the grapevine, he or she may feel offended, and your chances of getting off to the right start are diminished. Your boss may get the idea you are quitting. There will be questions about how long you will be out and who is going to do your job while you are gone. Don't give anyone the chance to come up with the answers before you step forward with your own well-thought-out plans.

Replacement Strategy

Whether you plan to be out of the office for a week, a month, or longer, give careful thought to who can step into your shoes while you are gone. You'll have several options:

1. Hiring someone from outside the company to do your job.
2. Parceling your work to one or more employees.
3. Training a co-worker to take over while you are gone.
4. Dividing most of the work among co-workers (but, if you are in a supervisory situation, still being responsible for major decisions).
5. A combination of outsider, insider, and staff.

Even if you, initially, decide against bringing in an outsider, keep this option in mind as a possible fallback strategy. Carol Mahoney (currently a member of New York's City Council but at the time of her pregnancy the administrative assistant to a New York State senator) had already cleared her maternity leave plans with her boss when she discovered that the woman she had chosen to fill in for her was plotting to get her job. Even before Carol expected to take her leave, this woman surreptitiously called the phone company and asked to have Carol's calls rerouted to her line. When Carol found out about it, she scratched her plan to have this woman fill in for her. Instead, she hired a friend for the three weeks she planned to be away and paid half her replacement's salary out of her own pocket.

The decision on who will take over your responsibilities will be strongly influenced by the way your office is run. It may be that some combination of outsider, insider, and staff would be the best solution. Study your options, taking a good hard look at both the people and the problems involved. Since you won't be revealing your plans right away, you have plenty of time to rethink and revise them before making any definite decisions.

Benefit and Leave Strategy

Investigate your maternity benefits and leave options so you can draw up a practical plan for integrating pregnancy into your career before you tell your boss.

Read your company's policy on maternity leave. (The way to get the information you want without asking directly is to request a review of all entitlements, health and insurance benefits, sickness and disability leave, vacation time, stock options, pension rights, and whatever else your company offers. Maternity benefits will be part of the package. If they aren't, they'll be provided under the same terms as your disability leave.) Informally and casually, as if pregnancy is only something you are thinking about, talk to women in your office who are or have been pregnant and find out what arrangements they made.

Whether or not your job will be guaranteed upon your return to work following maternity leave depends upon the state in which you live. Recently, the U.S. Supreme Court upheld a California law requiring employers to provide special pregnancy leave and job protection to pregnant employees. Other states with similar laws include Connecticut, Massachusetts, Montana, Illinois, Ohio, New Hampshire, Washington, Kansas, and Hawaii; other states are likely to follow. Contact your state labor department and/or human rights commission for information about the laws that will apply to you.

Carefully think through these benefit and leave questions, which should be clarified between you and your boss:

1. When will you need time off and how much time will you need? In calculating this, include not only your maternity leave but time for doctor's visits and perhaps a shortened workday, or week, somewhere along the line.
2. How do you want to account for your time off? Will you take maternity leave only or draw on vacation time as well?
3. When do you plan to return to work?
4. Will you come back full time or would you like to try working at home, job sharing, or part-time employment?
5. How much will you be paid during your absence?

Are You Ready for Single Parenthood?

In the United States, one out of four households with children is now headed by a single parent. Experts predict that one out of every three families, and possibly even one out of two, will be headed by a single parent at some point.

If you don't have a husband or special man in your life, the decision about having a child will be both easier and harder. Easier, because it will be yours alone to make; harder, because bearing and raising a child on your own can be formidable.

Some women believe that raising a child without a husband solves a number of parental problems. It eliminates arguments over how things should be done and which of you is going to do them, and there is one less person to make demands on your time. You can have the baby you always dreamed of and the freedom to shape the baby's life according to your beliefs about child-rearing.

While the pleasures are plentiful for single parents, the difficulties are magnified. You will have to find your bearings in a social vacuum in which there is little recognition or help from schools, religious institutions, or government agencies. With all the responsibility on your shoulders, you may find yourself drained emotionally, physically, and financially.

Are you prepared (and can you afford) to ask for the help you will need—from family, caregivers, friends, co-workers, church, agencies, counselors, and single-parent groups? Do not delude yourself that you can do it alone. As one single parent says: "No matter how determined you are to go it alone, you can't, for the simple reason that you can only be in one place at a time."

Since you cannot afford to jeopardize your income, your job is essential in the single-motherhood scenario. Equal Employment Opportunity Commission regulations protect you from getting fired, but if your company takes a dim view of single mothers, you could be given lesser duties or relegated to a back office when your pregnancy starts to show.

If you feel that being a single mother will be a problem in your company, you may want to look for a more tolerant employer. Another option is to try to stick it out in your present job until your child is several months old and then move on. These days there are so many single mothers who have lost their husbands through divorce or death that unless you make a big thing of it, your never-married status probably will not attract much notice.

If you find yourself alone and without resources, take advantage of the support and guidance others in your situation can offer through the many self-help groups that are springing up around the country. (See p. 252 for names and numbers.)

Fatigue

Few women manage to escape the fatigue that is characteristic of the first trimester. You may become exhausted and irritable.

Strategies for Fighting Fatigue

To get the additional rest your body needs, try the following:

- Get an extra hour or two of sleep every night.
- Take quick naps during the day (or ten-minute relaxation breaks with your feet up).
- Eat healthful food that meets your daily iron, protein, and calcium requirements. (See "Eating Right for You and Your Baby," p. 230.)
- Streamline your housekeeping chores. Ask for help.
- Learn to say no. Limit your involvement in outside activities this trimester.

- Ask for flextime at work. (Take work home, "catch up" on weekends, share your job with a co-worker.)
- Let others pamper you. Accept offers to lend a hand.
- Exercise regularly (after consulting with your physician).

Light-headedness

During the first trimester, you may find that you are susceptible to dizziness and fainting spells. Ellen Doyle, a Pittsburgh attorney, was giving a speech on women and employment when she had the embarrassing experience of fainting just as she got to the part about how pregnant women should be given equal treatment. Doyle laughs about the incident now, but it could have been dangerous as well as embarrassing, since falls can cause an injury.

Preventing Fainting/Dealing with Dizziness

- The best remedy for fainting is prevention. Stay out of crowded and overheated rooms and avoid buses and trains that offer standing room only. Wait for the next bus or train, which is usually only a few minutes behind.
- If you are worried about fainting, keep a package of aromatic spirits of ammonia in your handbag or briefcase and take an unobtrusive whiff when you begin to feel woozy. Fainting sometimes occurs when you stand up too quickly after you have been sitting down for a while. Remember this and take your time getting to your feet.

Nausea/Morning Sickness

Nausea is another common first-trimester symptom. Some women have only occasional bouts of nausea, some feel nauseated at certain times of the day (usually in the early morning or around dinnertime), and some, as did advertising account executive Kate Gunther, feel queasy almost constantly. "Riding up and down in the elevators was the worst," she recalls. "But I was determined not to let anyone know how rotten I felt."

Some Good Remedies for Nausea

- Leave crackers or toast next to your bed at night, and eat them before getting out of bed in the morning. Place a cold, wet towelette or washcloth over your eyes for a few minutes. Get up slowly. Open the window and breathe in fresh air.
- To make sure you are not caught unawares, you might tuck a few sturdy plastic or wax-paper lunch bags into your handbag or briefcase.
- Carry hard candy, breath mints, and moist towelettes with you.
- Salted crackers and carbonated soft drinks (particularly ginger ale) are frequently recommended for staving off nausea.
- The nausea nuisance will be exacerbated if business lunches are a ritual in your profession. Try to avoid them if possible—invent a project that takes up the middle of your day or just say you are busy and suggest meeting at some other time. Bowing out gracefully is infinitely better than showing up and making a hasty exit. If a business lunch or dinner cannot be avoided, saltines or dry toast, ginger ale or hot tea usually help settle your stomach.
- Eat five or six small high-protein meals a day. Avoid greasy or spicy foods.
- Drink fluids throughout the day, but avoid liquids with meals or any that contain caffeine.
- Take prenatal vitamin supplements to make up for nutrients you may be losing.
- Make sure you are getting enough sleep and relaxation.
- Minimize odors that can cause nausea, such as onion, coffee, perfume, or cleaners.

Your Mood Swings/Absentmindedness

You may not be troubled by too many physical discomforts during these first three months, but you are bound to have your share of emotional ones. Some women become absentminded and less alert mentally.

Amanda Brown-Olmstead, who heads her own public relations agency in Atlanta, had this problem with each of her three pregnancies. "It's called pregnancy amnesia," she says, "and it can be disconcerting if you're not prepared for it." Midge Stolberg of the American Arbitrage Association showed up for a meeting one morning and discovered that it had taken place the day before. Fortunately, her presence wasn't vital, but her boss was irritated nonetheless. To avoid problems, write down important information and double-check your calendar for appointments.

Don't be surprised if you find yourself experiencing mood swings. If you don't notice them, your co-workers and/or staff probably will. Pregnancy can cause you to become tense and irritable about things that normally wouldn't bother you. (This instability is comparable to premenstrual syndrome, which may include irrationality and weepiness.) Before you sound off at your secretary, snap at your co-workers, or tell off the boss, take a few minutes to calm down and think things over—maybe it's your condition, not the situation, that's causing the problem.

The mood swings of pregnancy are generally attributed to the hormonal changes that are taking place in a woman's body. A contributing factor may be the ambivalent attitudes practically all women have about motherhood. You're not unusual if your feelings of happiness about having a baby alternate with fears that he or she will undermine your marriage or deprive you of your freedom. An additional worry may be that motherhood will divert you from your career. Or that your career will keep you from being an adequate mother. Remember that these mood swings of pregnancy are as transient as the changes in your figure.

The best way to handle these worries is to share them with your mate. Talking out your feelings will bring you closer together and reinforce your mutual determination to make pregnancy a successful life change. If there isn't a man in your life, talk to a close and trusted friend. Ventilating your worries is one of the best ways in the world to dissipate them.

At Home

This is a good time to start planning for the changes a new baby will make in your personal life. If a move to a larger house or apartment will be necessary, you should start looking for another place now, so you will be settled before the baby arrives. Try to plan the actual move for the middle trimester of your pregnancy, when you are most apt to be at your best both physically and emotionally.

If you're planning to add a room onto your present house or convert a guest room or study into a nursery, get to work on it now, so you can have more time to enjoy your baby.

Financial Planning: Another Item on Your Agenda

Estimate the expenses of your pregnancy and your baby's first year and decide how you're going to meet them. (Expenses will include clothes, food, additional equipment, checkups with the doctor, and the amount of additional child-care support you need.) You will have to make allowances for any reduction in the family income as a result of your maternity leave. (Review the Financial Planning chart on p. 217.) On the plus side, however, your new dependent will make you eligible for a $1,000 tax exemption (check exemption relative to new tax law).

Avoid unnecessary expenses by determining what your insurance policy will and will not pay. It is important to submit bills quickly.

It is not too soon to start analyzing your current routines to see where changes will have to be made.

Take a look at how you spend your leisure time—pursuing hobbies or sports, going to movies and plays, reading, listening to music, watching TV, visiting with family and friends.

There are only a certain number of hours in every week, so between your job and your new baby, some of these activities will have to be sacrificed.

After reviewing the various financial-planning lists, consult, if needed, the appropriate professional that is, your attorney, accountant, broker, estate planner, or insurance agent—about your baby's future.

Child Care

Good child care is a working mother's greatest concern. Your choice will depend on your:

- Geographical location
- Kind of help available

- Income
- Philosophy of child rearing
- The company you work for
- Ingenuity

Don't be discouraged if you interview a number of candidates before finding the right one for your child. "A lot of women spend more time interviewing their secretaries than they do their caregivers," remarks former Cabinet secretary Carla Hills. "Your children are your most precious asset, so the person you hire should be the best you can find."

You may find that the system that seems most appropriate for your new baby will become less viable as he or she gets older. For the moment, however, it is best to think only in terms of your immediate needs—your baby's first few weeks and year. Begin to explore your options now. A competent, reliable, and loving caregiver is essential to your baby's well-being and to your own peace of mind. Knowing that your child is in good hands will lessen your concerns and enable you to give your full attention to your job. There's an old saying that behind every woman stands another woman. In the case of child care, this is certainly true.

Where to Find Qualified Help

1. Nurse registries
2. Baby-sitting agencies
3. By asking your obstetrician, pediatrician, neighbors, friends, church or temple
4. State licensing agencies
5. Newspaper advertisements
6. Local college or university personnel department employment agencies
7. Foreign student exchange
8. Local theater or dance troop
9. Retiree center
10. Yellow Pages under "child care"

Your next decision will be when to have your caregiver begin work. Whether you choose to provide most, or all, of the care while you're at home, allow yourself at least a month to interview, check references, and make your final decision.

Child-Care Options

Public-Supported Day Care

Advantage:	Subsidized Teachers, food, playroom
Disadvantage:	Limited number of facilities Few accept infants Don't spend much on (limited) food, facilities, or staff Strict schedules (not flexible) Quality of day care can vary Can be stressful for child to leave home

Employer-Supported Day Care

Advantage:	Company usually pays half the cost of maintaining the facility, so cost to the parents can be as low as $25 a week Some corporate daycare centers are also open to children from the community at the same low fee Parents can visit during the day Teachers, food, playroom
Disadvantage:	Limited number of facilities Few accept infants Strict schedules/not flexible

Church-Affiliated Day Care/Private Company Day Care

Advantage:	Teachers, food, playroom
Disadvantage:	Considerably more expensive (fee for infant care can run as high as $140/week) Few accept infants Strict schedules/not flexible May not be a convenient location Can be stressful for child to leave home

Child Care at Baby-Sitter's Home (Relative, Friend, Professional)

Advantage:	Less expensive than church/private daycare centers Usually have playroom and food More flexible Homelike setting Located in residential neighborhood; therefore, often easier to get to
Disadvantage:	Many are not licensed or regulated, so health and safety standards can be lax Quality of day care can vary Can be stressful for child leaving home

In-House Child Care (Housekeeper, Nanny, Relative, Student in Exchange for Room and Board, Grandmother, Grandfather, Father, Retiree)

Advantage:	Individual attention for child Less stressful for child than taking to daycare center Can be well-trained, competent professional Can provide you the most support and the least worry
Disadvantage:	May not be well-trained, competent professional (trained professionals are expensive—the salaries of nannies can run as high as $15,000 a year; not all of them live in, but if yours does, you'll be paying room and board as well) Family relationships can be fragile, so you may find it is better to deal with a stranger who can be corrected or fired with a minimum of unpleasant consequences

Your search for a satisfactory caregiver may take you down a number of avenues. If you are thinking of day care and can find either a center or family home that accepts infants, see page 233 of this diary for some questions that you'll want to ask.

For the first week or so after you get home from the hospital, you may want, and can almost certainly use, a more specialized type of caregiver who can offer you pointers on caring for your new baby, spell you and your husband on middle-of-the-night feedings, and give you a chance to catch up on your rest during the day.

Many women ask their mothers, mothers-in-law, or other family members to help out for a while. If this situation is not available to you, a professional baby nurse may be the best antidote to the fatigue that's endemic among new parents.

Good baby nurses are apt to be booked far in advance, so start your search this first trimester and have an additional name or two in case your own baby, or somebody else's, is off schedule and the nurse you've hired is working elsewhere.

Some baby nurses are overbearing and officious and insist that you adjust your habits to suit theirs instead of the other way around. In checking references, be sure to include a few questions about personality. You will have enough postpartum stresses without having to cope with a household employee who grates on your nerves.

Unless you are taking extended maternity leave and plan to do the honors yourself, your permanent caregiver or system should be lined up and ready to take over when your baby nurse leaves. In exploring your options, you will have to use your imagination and may find that a combination of resources works best for you.

See page 234 for questions that will help you elicit from prospective caregivers and their references/previous employers the kind of information you need to make the right decision.

Possible On-the-Job Hazards

It is extremely important that you become aware of possible on-the-job hazards that might affect the health and development of your baby. On page 252 of this diary you will find a list of government agencies you can consult if you question whether or not to arrange a transfer.

Some Substances Pregnant Women Should Avoid

- Heavy metals such as lead or mercury
- Plastics such as vinyl chloride
- Air pollutants such as carbon monoxide
- Any form of radiation
- Pesticides, herbicides
- Benzene and other solvents

Your job may also be dangerous if you are a hairdresser, textile worker, dental assistant, launderer, dry cleaner, or toll collector. Women in these occupations may inhale the fumes of chemical substances over long periods of time.

There has been speculation that the video display terminals attached to computers and word processors may not be safe. Most of the ten million Americans who operate VDTs are women. Some are concerned that the emission of low-level radiation could produce miscarriages, premature births, birth defects, and newborn deaths. Computer manufacturers vigorously deny that VDTs may pose a hazard, but there is no conclusive evidence either way.

If you are not sure what your legal rights are in regard to occupational safety, get in touch with your union (if you have one) or your company representative who deals with health and safety matters. You may also want to do some quiet investigating on your own. If what you learn makes you think twice about being at your job while you are pregnant, you may be able to arrange a transfer to another area of your company.

Teaching can also be a hazardous occupation; if you work with young children, you risk exposure to rubella or German measles, which can severely damage a fetus. Your doctor can give you a test to determine whether or not you have had the disease. He or she can also give you a vaccination to prevent it. The vaccination cannot be given to women who have already conceived or to those who expect to conceive within three months.

Companies Are Wrestling with Threats to Workers' Reproductive Health

In 1983, pregnant women working at The Digital Equipment Corp. semiconductor plant in Hudson, Massachusetts, experienced an unusual number of miscarriages.

The study found that the miscarriage rate for a group of 67 women at the Hudson plant working in so-called clean rooms—where computer chips are etched with acids and gases—was 39 percent, nearly twice the national average.

Responses to the report have differed sharply. American Telephone & Telegraph Co. has removed all pregnant women from several computer-chip production jobs. Digital says it is "strongly urging" pregnant women to leave such posts. Intelcorp., National

Semiconductor Corp., and others have expressed no opinion on the report and say they are leaving any decision about transferring to the employees themselves.

Miscarriage

The symptoms of miscarriage are cramp-like pains in the lower abdomen and bleeding. About one out of every four women bleed or spot at some point during the early months of pregnancy and usually on the days when menstruation would have occurred. Only half of these women eventually miscarry.

If you experience the symptoms of miscarriage, your doctor will probably recommend a day or two of bed rest. Just tell the office you have a virus.

If your symptoms do not abate and you go on to miscarry, your doctor may have to perform a D and C—dilation and curettage. The procedure rarely requires more than an overnight stay in the hospital and can frequently be done on an outpatient basis.

It is perfectly natural for a woman who has had a miscarriage to experience guilt, frustration, inadequacy, and a sense of failure. To combat these feelings, doctors often advise their patients to try to conceive again as soon as possible.

The chances of having another, successful pregnancy are excellent. Even women who have had two or three miscarriages may, with good medical supervision, eventually carry a healthy child to term.

Calendars for Weeks One to Twelve

Month ______________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

FRIDAY

SATURDAY

Lunch

Lunch

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ______________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ______________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY	FRIDAY	SATURDAY
Lunch	*Lunch*	SUNDAY

Notes:

Month ______________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY

FRIDAY

SATURDAY

Lunch

Lunch

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY	FRIDAY	SATURDAY
Lunch	*Lunch*	SUNDAY

Notes:

The Second Trimester

Weeks Thirteen to Twenty-four

THERE ARE DAYS WHEN YOU WILL NOTICE that your lethargy is wearing off and you have not felt nauseated for a while. Your dizzy spells will disappear and your disposition will improve. Meanwhile, your weight will be creeping up and your waistband will feel more snug. You won't need a calendar to tell you that you have survived your first trimester.

The middle trimester of pregnancy is the most enjoyable. It is a relief to feel good again. Now there will be time to put your plans into action and go public with your news.

Don't be shy about playing up your assets. "Basically, it's an economic negotiation," says Philadelphia lawyer Betsy Cohen. "If your superiors know you're valuable, they'll do everything they can to avoid losing you. This is the time to pull out all the stops and impress your boss with your many contributions to the company."

"Remember this rule," says Cohen. "Negotiate from strength rather than weakness." Remind your boss of your most important skills and accomplishments.

Breaking the News at Work

Now that you know exactly what you want and what you are prepared to do to get it, you can get off to the right start. When telling your boss, remember that the best results in any negotiation come when there is an understanding of shared benefits. Explain what you have done for the organization, show your enthusiasm for continuing to work, and say specifically how you need your boss's help to do so.

Try to make your announcement at a time when your boss is in a receptive mood and when he or she isn't rushed, harried, or preoccupied with other problems. Make sure, too, that your conversation won't be overheard or interrupted. If possible, suggest an out-of-the-office meeting over lunch or drinks.

Before you negotiate, deal with your boss's initial reaction to your news. If you detect disapproval be forewarned. You are going to have to work extra hard to prove that being pregnant won't affect the quality of your work.

Another reaction you should be prepared for is your boss's assumption that announcing your pregnancy is a prelude to submitting your resignation. Tactfully but firmly set your boss straight.

Don't become unsettled if your boss responds to your maternity plans with questions about apparently trivial matters. It could be a way of ferreting out your priorities. Take any cue to explain the child-care arrangements you will make and respond to them promptly lest they develop into serious concerns later on. You cannot fault your boss for being concerned about absenteeism or whether or not you will be returning to your job. Make it clear that after the baby is born, you not only will be back but that the experience of having a child will make you a more responsible employee.

Advertising executive Jennifer Close faced the challenging task of announcing two pregnancies, her own and that of her associate Kate Gunther. Life would be a whole lot simpler for pregnant career women if all bosses reacted as gracefully as hers did. "He gave me a kiss and offered his congratulations to both of us," Close reports. "Then he circulated a memo saying that any more pregnancies in the office had to be cleared through him."

Telling the Staff

If you tell your boss at the end of your third month, you might want to limit your announcement to your boss alone, and request that he/she keep it confidential. The following month would most likely be the appropriate time to tell the immediate staff, especially if you and your boss have already agreed on the terms of your leave and if you will need to begin training one or more staff members to take on added duties while you are out of the office.

If you are scheduled for amniocentesis, you may want to hold off telling the staff until you've gotten the results of your test. Depending on your size and the timing of the test, you may be able to get away with it.

When you tell your staff, ask them to keep the news to themselves for the time being because you are not ready for an office-wide event. You may choose to make your announcement at a staff meeting or one-to-one.

Cele Lalli, the editor of *Modern Bride,* quipped, "I've been a modern bride, now I'm going to be a modern mother."

When you talk with staff members, recognize that some people may worry. Studies show that many employees are nervous about working for a powerless manager of either sex. In some quarters there may be a reluctance to work for a woman, since women are automatically perceived as less powerful than men. Pregnancy can reinforce such a misconception. That's why it will behoove you to let your subordinates know that your attention to day-to-day matters will not be diverted by your pregnancy and that you have no intention of allowing your influence to decline in the organization.

Remind your staff members that your pregnancy can be a boon for everyone. Irene Malbin, at Kraft in Chicago, spent five months training her assistant to assume her job as soon as she went on leave. The subordinate profited from the increase in her capabilities and there was a significant advantage for Malbin as well: when she returned to work, she no longer had to worry about routine tasks and was able to turn her attention to long-range planning.

The bottom line is that you *will* return and the staff *can* profit from the increased training and responsibility while you are on leave.

Dealing with Colleagues

If you run your own company or work for one that's family-owned, you're in the enviable position of not having to announce your pregnancy to anyone if you don't want to.

If you can do without nosey questions and personal chitchat, delay your announcement to those who don't have to know until your condition becomes evident. If someone is bold enough to ask you outright, don't feel you have to confess. You can simply note with a smile that you don't feel obligated to answer questions.

One of your chief problems may be trying to convince your colleagues that you will continue working at your usual pace.

Diana Orban, who owns a public relations firm in New York, has some words of wisdom: "Just as work expands to fit the time available, so does ambition expand to meet the opportunity." Be alert to this kind of competition, but also know you will encounter a great deal of interest and support.

Dealing with Clients and Patients

If you are in a profession, such as medicine, law, or psychology, where other people are depending on your availability and skill, your pregnancy may produce instant concern.

Dr. June Wolf, a clinical psychologist, found that her pregnancy inspired a reaction that closely resembled sibling rivalry. "Many of my patients were upset about my condition and jealous of the baby," she says. "They wanted to know how long I'd be out of action and if I'd still have time to see them after the baby came."

If you have a roster of clients or patients, it's both courteous and good business to tell them about your pregnancy and give them a brief outline of your plans. Let them know when you expect to be out, when you will be back, and who will take care of them while you are gone. If you sense a need for reassurance, give it, but discourage personal questions. (If they come up, provide pleasant but noncommittal answers and turn the conversation back to the business at hand.)

Your Attitude

No matter what your job, you will do yourself and your career a favor if you play down your pregnancy and concentrate on behaving like a conscientious professional. *Pregnancy is a condition, not a disease.* Moreover, it's a condition that affects your body, not your mind. Your body or your doctor may tell you to slow down occasionally—but *down* isn't *out*. Prepare yourself and your staff or co-workers for the possibility that you may be relying more heavily on them, but don't forget that there's an equally good possibility that you'll be working at full tilt right up until your first contraction.

Your attitude is important because the people you work with will take their cues from you. If you don't make an issue of your pregnancy, your boss, colleagues, and subordinates will be quicker to accept it as a matter of course. If you consider yourself a person on the job who happens to be pregnant, rather than a pregnant woman who happens to have a job, other people will get the message and turn their attention to your work instead of your waistline.

If you can maintain a work-focused attitude, you may succeed in duplicating Cele Lalli's feat. When Lalli didn't show up at *Modern Bride* one morning, her boss asked where she was. It had not occurred to him that she might be in the delivery room, which she was. Lalli had been working so hard that he had totally forgotten she was pregnant.

Amniocentesis

If called for, amniocentesis is usually performed between the 16th and 18th weeks of pregnancy (although your doctor may schedule it two weeks earlier or later). This will probably necessitate taking a couple of hours off from work. Otherwise the procedure should present no problem.

You Are a Candidate for Amniocentesis if You:

1. Are over thirty-five.
2. Have a serious congenital disorder in your own or your husband's family.
3. Have previously given birth to a defective child.

A sonogram will be administered to identify the area from which amniotic fluid can be drawn. The fluid sample is then cultured and analyzed for the presence of such abnormalities as spina bifida (a neural defect in which the spinal column remains partially or completely open), lack of brain development, and Down's syndrome. The cultured fetal cells also reveal the sex of the fetus. It may take up to six weeks to learn the results.

You can be encouraged by the fact that 95 percent of amniocentesis tests uncover no abnormalities.

If you are scheduled for amniocentesis and your co-workers know it, you'll probably be asked a few questions about the results. If the results are positive, it will be easy enough to respond with, "Everything is fine."

Should you receive negative amnio results, you and your husband may want to seek the advice of your clergyman.

If you decide to terminate your pregnancy, ask your husband or a close friend to call the appropriate people at the office and explain succinctly what happened and when you expect to be back at work.

If you decide not to terminate, you'll face another problem. If you say the results were good when they weren't, it will be that much harder to let your co-workers know later on that you have a child with special problems. On the other hand, Betsy Goodwin, president of the National Down's Syndrome Society and the mother of a Down's syndrome child, points out that amnio test results, due to human error, are not 100 percent accurate.

One way out of the dilemma is to say something tentative like, "The doctor suspects there may be a problem but we'll have to wait and see." It is not necessary to go into details.

If you decide against terminating your pregnancy, you'll have to begin making preparations for bringing a special child into your family.

The Special Child

Your obstetrician should be able to refer you to a pediatrician who is familiar with such problems. Organizations such as the March of Dimes, the Development Disabilities Council, and the National Down's Syndrome Society can also direct you to sources of medical, educational, and counseling services in your area.

In most cases, it's wiser not to discuss the problem with anyone at the office. There will be time enough to tell one or two people while you are out on maternity leave. Let them pass the word to anyone else who inquires. Most couples, after consulting with genetic counselors, try again to have a healthy child.

Betsy Goodwin has some post-labor advice: "Try to get enrolled in some type of support group during the first six weeks. It's better for you and your child to be involved early. You may not feel very sociable, but make the effort. Above all, be careful not to be alone too much. The faster you can get on with your life, the better off you will be."

Pregnancy Is a Public Event

Between your sixteenth and twenty-second week your baby begins to stir in your uterus. Share your joyous feelings with your husband and close friends but be more restrained at work. (It's natural to want to share your joy, but try to avoid announcing every time the baby kicks.)

No matter how adept you are at playing down your condition, you will find that pregnancy is a public event. Practically everyone you meet will feel obliged to say something; a few will offer their congratulations and let it go at that.

By becoming pregnant, you are making a statement. If the people you work with have never thought of you as a family type, they may have trouble adjusting to your new image. You may find it difficult yourself. The adjustment takes time.

As *Time* magazine editor Ann Blackman says, "It's hard to be Brenda Starr in maternity clothes."

There's nothing like a pregnancy to set off an avalanche of advice, anecdotes, admonitions, and stomach pats. You may find it a nuisance, but try to be patient.

If this is your first child, you will soon discover that some people regard pregnancy as an open invitation to try to be funny or ask personal questions. For instance, "Was it planned?" You may be tempted to reply, "That's none of your business," but "Of course," whether it's true or not, is more graceful.

Judith Martin, a.k.a. Miss Manners, notes in her best-selling book, *Miss Manners' Guide to Excruciatingly Correct Behavior* (Warner Books, 1983), "It is indeed unfortunate that certain conspicuous physical conditions, such as pregnancies and ski injuries, are perceived by many people as being a fitting subject for hilarity."

Miss Manners believes that such hilarity is rude but difficult to discourage without being even ruder. Her suggestion: "A patient, resigned, mirthless smile, indicating that you have been the subject of a transgression but are too weary and good-natured to react. You will find this expression extremely useful when you are, in due course, the mother of a second grader."

Implementing Your Job-Care Plans

Steps to Implement Your Job-Care Plans

1. Make a list of all the people who will be affected by your absence.
2. Give them a briefing on your plans and tell them who'll be filling in for you while you're gone.
3. Provide training, the sooner the better.
4. Prepare a written agreement if you hire a substitute from outside your organization.

The less hurried the training process, the less wear and tear on everybody's nerves and the more time you and your boss will have to make changes, if necessary. If you are feeling worn out toward the end of your pregnancy, your staff or substitute will be ready to relieve you of some of your tasks/responsibilities, or take over entirely should your baby arrive early.

You may want to start your training program by bringing your substitute to meetings so he/she can see how you operate. Or you can send that person in your stead to report back to you. Another training technique is to have your substitute review reports, budgets, schedules, and the like, and check their conclusions against your own. Be thorough, be patient, and be quick to correct any misunderstanding or mistake. The more your designee learns, the fewer worries you'll have while you are on leave.

You may feel somewhat anxious about planning for your absence. No one wants to believe that the company can function without her and we all worry that something will go wrong while we are away. If you have planned carefully, your worries should be minimal. Remember that it takes leadership, organizational ability, and interpersonal skills to execute a successful maternity leave. In the long run, your preparations for motherhood will be another professional accomplishment.

Problem Pregnancies

Every year some 3.7 million women in the United States give birth. Although the overwhelming majority have uncomplicated pregnancies and healthy babies, a small minority—perhaps half a million—encounter difficulties.

If problems develop, such as being ordered to bed to prevent premature labor, or, if your delivery is difficult and recovery takes longer than you anticipated, don't despair. You'll be back in gear before too long. Until then, you and your baby's health come first.

It is possible to work around your uncertain pregnancy by taking an upbeat and creative approach to problem-solving. You will not be the first or the only pregnant woman to do business in bed. By enlisting your boss's cooperation you can explain how you plan to manage and why it will be to your company's advantage to help you.

Suggestions for Dealing with a Problem Pregnancy

- Devise ways of doing your job. Don't forget that office files can be moved, clients and staff can come to your home, and a surprising number of things can be discussed by mail or phone instead of in face-to-face meetings.
- Keep regular hours. Be available promptly in the morning and don't knock off early in the afternoon. If you have to nap, try to do it when the people who might want to reach you are likely to be out to lunch.
- Look businesslike. Get dressed, comb your hair, put on makeup. Lying around in a bathrobe will only make you feel like an invalid, which you're not.
- Don't be reluctant to delegate responsibility. Use your staff or co-workers.
- Send out for food or let your husband or kids take over in the kitchen.
- Find a neighborhood teenager to run errands and relieve you of minor chores.

Baby's Needs

You should begin examining the lists beginning on page 238 for baby's layette, travel gear, equipment, and nursery furnishings. After reviewing these lists, decide what must be bought and what can be borrowed. The next time you talk to your friends, mention the item you hope to borrow. If friends ask what they can give you at a baby shower, be candid and read off your need-to-buy list. Use the worksheets to keep track of the items you have bought, been given, or borrowed. An up-to-date inventory can save you money, time, and duplication.

Tips for Economizing

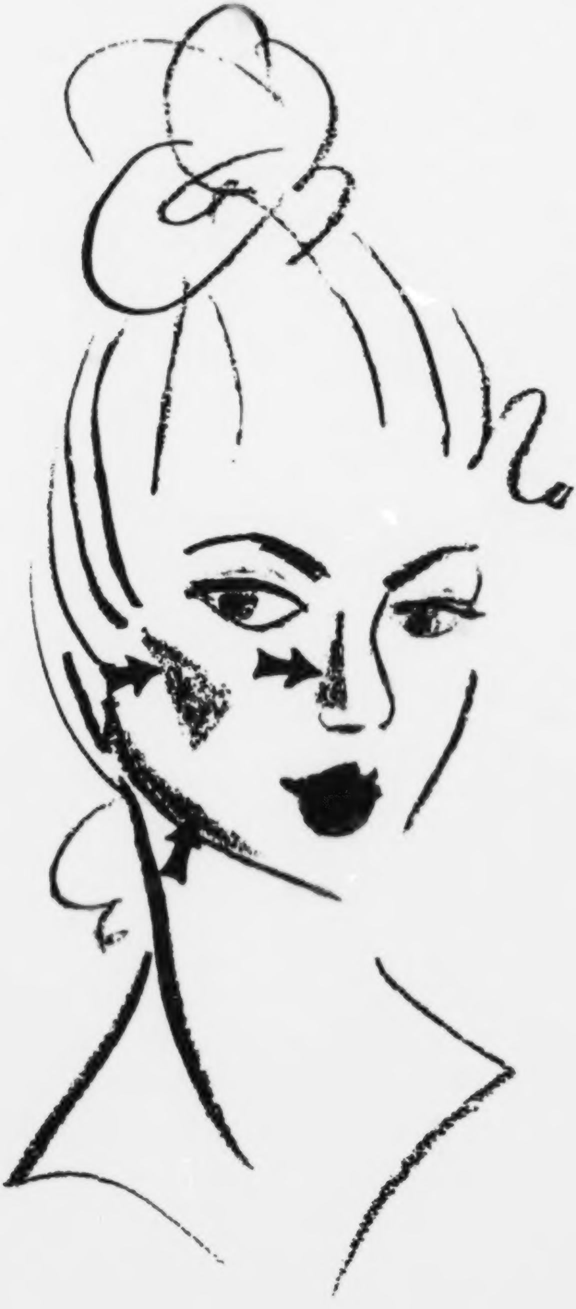
- Borrow as much as you can because children grow quickly.
- Save the receipts so you can return similar gifts.
- Evaluate clothing gifts on the basis of changeability, safety, washability, room to grow, and color (if you intend to have another child).
- Buy clothing made of fabrics that "give," such as terry cloth or knits.
- Buy clothing in small instead of newborn size and let the baby grow into it.
- Buy multiple-pieced outfits that provide more flexibility.
- To avoid visible stains, buy outfits that have bright splashes of color and/or detachable bibs.

As a general rule, it's better to buy too little rather than too much. You will receive many items as gifts and you can always fill in the gaps after the baby comes. By then you will have a much better idea of what you need and what you can do without.

Beauty Strategies for the Mother-to-Be

Adjusting to pregnancy means facing a variety of changes in your appearance, beyond an expanding waistline. Hormonal changes in your body can affect hair texture and thickness, skin condition, and your complexion. It's been said that a pregnant woman is more beautiful than at any other time of her life—that she has a radiant "glow" about her.

Some women, however, feel a loss of control over their bodies and may feel unattractive, especially toward the end of the pregnancy. At this time in life, pampering, grooming, and little beauty rituals are a real boost—physically and emotionally. This is especially true for women who plan to work right through the end of pregnancy and need to maintain a professional, attractive appearance even when they're not feeling their very best. There are many simple steps you can take to look and feel better as you experience the physical and emotional changes of pregnancy.



Makeup Tricks for a Radiant Complexion

If you're feeling run-down, tired, or stressed, clues such as acne, dark circles, or dull, lifeless skin tone can give away your "secret." Of course, nothing takes the place of a good night's sleep and healthy eating habits, but you can work magic with a few strokes of a makeup brush.

Some weight gain during pregnancy may go to your face, and that may mean changes in makeup application. Experiment with powder or cream blush to give your face a slimmer appearance. Key areas to focus on: the cheekbones, jawline, temples, and nose.

Use a neutral-tone, brown-beige blush to contour, and blend well for the most natural-looking results. Apply in a V-shape at the cheekbones to make the face appear narrower, along the jawline to camouflage a "double" chin, and even along the sides of the nose to give it an elongated, delicate appearance.

Stephanie Young, editor of *Glamour* magazine's "Health and Pregnancy" column, and mother of a six-year-old son, offers this helpful advice:

> Pregnancy stimulates the production of the skin pigment, melanin, which may cause "melasma" or "chloasma" (a.k.a. "the mask of pregnancy"). Melasma most often affects women with dark hair and darker skin, as well as sun worshippers. It consists of dark patches with irregular borders and appears most often on the forehead, nose, cheeks, and upper lip. To prevent melasma (or to prevent darkening of any patches you have) protect skin from the sun. Daily, you should apply a product with a Sun Protection Factor (SPF) of 15. Many moisturizers contain SPF 15 so you can moisturize and protect in one easy step! If you want the look of a tan, get it from a tube. There are many sunless tanning formulas that give natural, golden-looking results.

Other beauty tricks to help you look your best:

- If you experience melasma, you may want to cover it up and even out your skin tone underneath your makeup. Try a waterproof concealer. Use a Q-tips™ cotton swab to apply cream directly on the patches and gently blend outward to soften the edges. Finish with foundation. Concealer also helps hide broken blood vessels or capillaries and spider veins on the face or legs.

- Always apply makeup at a mirror by a window because natural light is best. Women who apply makeup in the bathroom often look overdone outside in the sunlight.
- Especially after exercising, skin will have a rosy glow. Take advantage of it by keeping makeup to a minimum. First, cleanse skin thoroughly, then use a *sheer* foundation, blended well, just where you need it (around the nose, on chin, and on forehead). If necessary, cover under-eye circles by applying and blending concealer with a Q-tips™ swab. Finish with a light dusting of translucent powder.
- For evening, enhance your glowing skin with a dusting of shimmery gold powder. Dust on shoulders, collarbone, and cheekbones.
- Tinted moisturizer (preferably with an SPF 15) is a great two-in-one product. You can give skin a healthy glow, moisturize, and protect all in one easy step!

Proper Care for Soft, Beautiful Hair

Healthy, shiny hair is truly an asset—and you may have *more* of it during pregnancy since hair becomes thicker and can change in texture. As hormonal changes affect your hair, you may have to rethink your style, length, and everyday hair care routine.

Here's a great tip from Deborah Ritter Berger, senior beauty and fashion editor of *Working Mother* magazine, and mother of a three-year-old daughter:

> Hair should *never* be too short when pregnant. As your body grows, hair should be longer to be in proportion with it. A good working length is from the chin to just above the shoulders. Keep it trimmed and neat so it's easy to blow dry and style.

More hair hints:

- On the average, a person loses about 100 hairs each day. When you're pregnant, these hairs don't fall out, so hair becomes thicker. Pregnancy can also effect hair texture, making it curly when it was previously straight, or vice versa. In the meantime, a new (but not radically different) hairstyle may be in order to work with changing hair thickness and texture.
- Tangles and snarls may become more of a problem with a thicker head of hair, so frequent conditioning is a must. Once a week, generously

apply a rich, deep-conditioning treatment and cover with a shower cap or towel for 10 to 15 minutes. The trapped heat helps conditioner penetrate the hair shaft.

- Wet hair is more susceptible to breakage and split ends. Use a detangling, moisturizing spray on the hair before combing—and be sure to use a wide-tooth comb.
- Split ends cannot be permanently repaired—you must get regular trims to remove them. But a rich conditioner/moisturizer can *temporarily* bond split ends together, making them less noticeable.
- When you're short on time, take advantage of the many hair accessories available, such as combs, barrettes, and headbands. Even a simple ponytail can be dressed up with ribbons or a scarf.

TLC for Skin

A clear, glowing complexion is an indication of good health, and *natural* beauty requires little help from makeup. Beyond facial skin, don't forget the rest of your body. Here are some expert tips for maintaining smooth, touchable hands, arms, legs, and, of course, soft, hydrated skin on the stomach, which can become dry and irritated from stretching.

- Take time periodically to luxuriate in the bathtub. Make sure the water isn't too hot, because it will dehydrate your stretched skin. Use a bar of soap enriched with bath oil and apply moisturizer lavishly after bathing to seal in the moisture. Skin on the stomach can get itchy from stretching, and the best defense is keeping skin soft and moisturized at all times.
- You can enjoy a luxurious, pampering facial quickly and easily at home with products you may already have in the kitchen! Honey is a great natural moisturizer, or try a paste of oatmeal and plain yogurt. If your skin is especially oily, egg white leaves skin firm and superclean. (Whip the egg white first or it will drip down your face!) Leave on for 10 minutes while you relax and rinse away to reveal a fresh, glowing complexion!
- Always wear protective rubber gloves when hands are immersed in water or detergent. From shampoo to dishwashing liquid, detergents are extremely drying to skin and also cause peeling, chipping nails. The improvement in hands and nails will be noticeable in just a week or two and your manicure will last much longer!

- Moisturize your feet often. During pregnancy, feet tend to become dry and more prone to cracking because of swelling. Try a refreshing peppermint- or spearmint-scented lotion with menthol or eucalyptus for a cooling sensation. Moisturized feet are also less likely to blister from rubbing against shoes.
- Refresh feet with astringent or witch hazel. Carry a travel-size bottle and some cotton balls to dab on ankles and soles when feet are sweltering in shoes.
- Every so often, treat feet and hands to an intensive all-night softening treatment. Before bed, slather on a rich cream and cover with socks or gloves. Wake up to super-smooth skin!
- You *don't* have to be a sun-worshipper to experience sun damage! Over time, daily exposure to the sun's ultraviolet rays—even if you're just out running errands—can cause premature wrinkling of the skin. Use a moisturizer with SPF 15 either alone or under makeup to protect and prevent the signs of premature aging.
- To be sure you're always prepared for cold weather, stock one pocket in every coat and bag with a tube of your favorite lip balm.
- Physical exercise is a vital part of good skin care. Even a brisk 20-minute walk will get the circulation going, bring a healthy glow to the skin, and offer cardiovascular benefits.
- A final piece of advice: Greasy fast foods and low-nutrition snacks wreak havoc with a beautiful, clear complexion! Because pregnant women always seem to be hungry, make it a practice to carry crackers, fruit, or other favorite *healthy* snacks with you. (High-fiber and high-carbohydrates for energy!) That way, when you're out and about, and hunger strikes, you won't be forced into eating junk food.

Bright, Beautiful Eyes

They're called "the mirror of the soul." And it's certainly true that the eyes are a telltale sign of good (or poor) health. Here are a variety of tips for achieving bright, clear, beautiful eyes.

- For tired, bloodshot eyes, use eye drops that reduce redness. These types of eyedrops, however, are not meant for frequent use. If eyes are irritated and dry but redness isn't a problem, use drops that add moisture to the eyes (look for "artificial tears," which are mild saline solutions). After applying eyedrops, "catch" tears with a Q-tips™ cotton swab before they have a chance to run down your face, streaking and smearing makeup.

- After applying a colored eyeshadow, use a clean Q-tips™ swab to apply a dab of pale highlighter shadow on the center of each lid, just above the iris. It really opens eyes and makes them appear larger. This is also a great way to camouflage tired, droopy eyes.
- For a soft, natural look, apply pencil eyeliner on the top lid along the lash line and use a clean cotton swab to gently smudge and soften the line. (Do this on both upper and lower lids for evening.) Q-tips™ swabs have an extra cushion of cotton at the tip and are more gentle for use in the eye area.
- Puffy skin around the eyes can be eliminated by soaking two chamomile tea bags in warm water and placing them over the eyes for a few minutes. This also helps eliminate dark circles under the eyes.
- If your eyes are your best feature, make them the focal point—especially if your skin condition has worsened during pregnancy and you want to draw attention away from a less-than-perfect complexion. For example, use smoky gray or brown shadow for dramatic eyes and contrast with pale lips. (Or, if you're blessed with sexy lips, emphasize them with lip pencil and a rich lip color and contrast with minimal makeup on the eyes—perhaps a touch of eyeliner and mascara.)
- For a *fast*, natural daytime look, just curl eyelashes and apply mascara.
- Use sunglasses year-round. Whether you're facing the bright summer sun or glare off snow and ice, shielding your eyes by squinting can cause wrinkling and crow's-feet at the corners of the eyes.

Pampering Hands and Feet

During pregnancy, opt for at-home manicures, or if you go to the salon, get a *natural* manicure (no wraps, tips, etc.). Request a quick-drying polish so you're ready to go in minutes.

For an equally pampering and beautiful manicure at home, follow these easy steps:

1. File and shape nails *before* removing old polish to prevent weakening nails. Always file in one direction only—from outer edge to center of the nail.

2. Take off polish with a remover, such as Cutex, which contains moisturizing ingredients like panthenol or glycerin and Knox™ gelatin. If you don't have a moisturizing remover, try not to use it more than once a week because it can be drying to the nail. Use a Q-tips™ swab to remove polish in hard-to-reach nooks and crannies (especially if you've been wearing a dark color).

3. Apply a creamy cuticle remover and let it sit for a couple of minutes. Soak nails in lukewarm water to further soften. Then use a manicure stick or Q-tips™ swab to gently push back cuticles and remove excess cuticle.

4. Give yourself a relaxing hand massage with a rich, moisturizing lotion. Massage cuticles, use long strokes on fingers and in palms of hands. Dry the nail surfaces thoroughly—nail enamel won't adhere to a slippery surface.

5. Begin with a strengthening, clear base coat. A good strengthening tip: Apply first to tip of the nail; let dry; then apply to entire nail.

6. After the base coat, apply color polish if you like. Two or three coats will provide the best coverage. Remember, apply thin coats and let them dry *thoroughly*. It's better than applying just one *thick* coat—you're sure to get a smudge! If you're in that much of a hurry, use *quick-drying* nail enamel, which dries in a fraction of the time of regular polish.

7. Finish with a protective, clear topcoat. For a long-lasting manicure, apply a fresh topcoat every other day.

8. Massage in cuticle oil daily to keep cuticles soft and supple.

Treat yourself to a complete foot massage:

- Cleanse feet first, preferably with a grainy, sloughing cleanser or body scrub.
- Rinse thoroughly and massage in an invigorating mint-scented lotion.
- Use long, intense strokes on the bottoms of feet. Work fingers between toes that have been cramped in shoes all day.
- When reaching feet becomes difficult, use a wooden roller designed for foot massages. Run your feet over the roller whenever feet feel tired or uncomfortable. It feels great and is also discreet enough to do under your desk at work!

Here's a tip from Linda Moran Evans, beauty and fashion editor of *Family Circle* magazine, and busy mother of a three-year-old son:

> Get regular, *professional pedicures* during pregnancy. You'll have difficulty reaching—or even seeing—your own feet! Feet will be tired from the added pressure and will appreciate this pampering treat.

Fun (Yet Functional) Fashion Tips

Looking good is important for every working woman. When you are pregnant, it is an absolute must. The fourth and fifth months are when to begin shopping for maternity clothes. If you are like most career women, your professional image is projected to a large extent by the clothes you wear. When you start shopping for maternity clothes, you may find that many of them are designed to make you look sweet or cute, or that they are made with synthetic fabrics.

"It's hard enough to be taken seriously when you are pregnant and trying to sell someone a major project in the boardroom, without showing up in polyester pants and cutesy blouses with ruffles," says radio saleswoman Kathy Mangerello. "I didn't wear those things before I was pregnant and being pregnant didn't change my taste in clothes."

Maternity clothes are usually too roomy and only draw attention to the fact that you are pregnant. As an alternative, try wearing nice slimming A-lines for as long as you can manage.

Rebecca Matthias, founder of Mothers Work, urges her customers to avoid the reliable skirt suit near full term. "It cuts your figure in two and calls attention to your ballooning waistline. The unsightly elastic panel of traditional maternity suits must be covered by wearing your blouse out, an inappropriate look for the office. Instead, try an adjustable skirt for the first few months and then switch to jumper/jacket suits and conservative dresses. Their vertical lines disguise your waistline and a jumper and jacket can create an elegant vested-suit effect. Add a tie or scarf to draw the eye up and away from your stomach."

Shopping for maternity clothes is easier and more fun than ever because there are more options than ever. With so many pregnant women working, many shops have a great selection of versatile and feminine, yet professional styles that are perfectly suitable for the office. If you don't have a fortune to spend on a maternity wardrobe (and who does?) there is an array of accessories to choose from to dress up one piece of clothing into a variety of different looks.

Here are some suggestions for assembling a maternity wardrobe that won't demand a great deal of time or strain your budget.

- Focus on color for your maternity wear. You might want to build your collection around a single color, such as navy blue, beige, gray, or black, and use brighter-colored blouses and scarves as accents. Color sends a positive visual message and can camouflage extra weight, an awkward figure, and even complexion changes by creating an illusion. Wearing cheery colors can also brighten your mood.
- During pregnancy, your waistline grows, but the size of your neck and shoulders seldom changes. Therefore, buying clothes a size or two larger is not a good idea. In the very early stages, you can get away with borrowing larger-size clothes, but after a while, too-large sizes will look sloppy in the neck and shoulders although they may fit perfectly elsewhere.
- Even the most basic maternity items can be expensive. In some cases, you can borrow items from your husband (especially if he's large!). Wear men's boxers as shorts or even as underwear. If you don't want to borrow them, these are very inexpensive to buy in discount stores.
- Another great idea from editor Deborah Rittes Berger of *Working Mother* magazine: Try *renting* maternity wear! This trend is becoming more popular because women can wear the latest, most fashionable maternity clothing without spending a fortune on pieces that will be worn only a short time.
- To get the most mileage out of the fewest items, look for mix-and-match combinations, clothes that can go from day into evening, and fabrics that span the seasons.
- A great basic item you'll wear over and over is a good pair of maternity leggings that can serve as pants under long sweaters and tunics.
- You will lose the ability to twist at the waist, so easy-to-reach closures will work best. Avoid back zippers unless you have someone around who can zip you up before you leave the house.
- Don't try to make do with your regular lingerie. Invest in some sturdy bras to fit your larger breast size and underpants made of cotton for comfort as well as health. You will also need slips and a nightgown or two. If you plan to breast-feed, choose a nightgown with a button front so you can use it after the baby arrives.

- One "must-have": a solid-color, full-cut dress that can be belted or not and accessorized to give it numerous different looks.
- Own at least one totally monochromatic outfit—right down to the stockings and shoes. On those days when you haven't the time or patience to think about coordinating different pieces of clothing, just reach for this ready-to-go outfit!

In putting together an attractive and appropriate business wardrobe, don't overlook your legs and feet. Even when you can't see them, other people can. If you are in a field where a high-fashion look is a plus, you may want to consider textured or patterned stockings. Otherwise, wear a color that matches your skirt for a more slimming look. Support hose are a welcome prescription for tired legs. Control-top pantyhose can be bought in larger sizes, and maternity and queen size are especially comfortable.

As for your footwear, tight-fitting boots are out because they restrict your circulation and increase the chance of developing varicose veins. Be aware that as your size increases, your body becomes unbalanced. Also, feet often swell as the day progresses. Wearing flat shoes or sneakers with comfort insoles will help absorb the shock of extra weight, and if feet do swell, you'll be able to loosen the laces and walk in comfort.

The decision to wear sneakers or any other type of informal shoes at work should be determined by your environment. In some professional settings, such informality would be frowned upon. If that's the case, you may be just as comfortable—and look better—if you buy yourself a pair or two of regular shoes in a slightly larger size. You may also want to have nonslip rubber soles added to your regular soles.

Toward the end of pregnancy, it may be very difficult to reach your feet. Slip-on shoes, which require no buckling or lacing, make bending over unnecessary. Also, suede and leather shoes are exceptionally comfortable because they have a lot of "give" and mold to feet with continued wear.

Now that you have found the proper clothes to see you through your pregnancy, make it a point to be just as fussy about the body you put them in.

Nutrition and Diet

Nutrition and calories will be very much on your mind during your pregnancy. Your doctor will want you to have a balanced diet strong on proteins: fish, eggs, poultry, lean meats, and milk, along with plenty of whole grains, fresh fruits, and vegetables. He or she will also warn you against indulging in overly large portions. (See the diet worksheet on page 230.)

Being pregnant and being a blimp are not synonymous. The recommended weight gain for the average pregnant woman is about 24 pounds, and the recommended rate of gain is about four pounds during the first four months and about two pounds every three weeks thereafter. Anything above that amount may be harmful to you and your baby. The added weight can also be difficult to lose after the baby comes.

Former TV anchorwoman Phyllis George, who had watched her weight for years, refused to worry about it during her pregnancy. "I enjoyed every pound I put on," she says. "And I never felt more beautiful." Nevertheless, George was annoyed when, weeks after her son's arrival, a reporter referred to her and her husband, former Kentucky governor John Y. Brown, as tubby and hubby. George went on a strict diet and eventually regained the figure that won her the Miss America crown in 1970.

If you don't have Phyllis George's will power, you could end up like the TV executive who found herself apologizing for her full figure (while trying on clothes) by explaining that she'd just had a baby. As soon as she said it, she realized with horror that the "baby" was six years old.

Aside from considerations of health, overweight is not an asset in business. Getting fat can give the impression that you no longer care about yourself and, by implication, your job.

Although you may not be dieting in the strict sense of that word, you should definitely be watching your weight. If you're in a field where a great deal of business is conducted over food and drinks, you will have to be extra careful. Study the menu carefully and steer clear of fried foods and dishes made with gravies and sauces. Broiled or roasted fish and meats contain fewer calories. Some type of fruit, preferably fresh, could take the place of other desserts. You should be drinking plenty of milk, but if it isn't available or seems unbusinesslike, cream soups, cheese, and yogurt are good substitutes. In lieu of alcoholic drinks, order seltzer or club soda with a slice of lime or a dash of bitters. Go easy on salt in cooking at home and at the table (salt causes fluid retention, which can raise blood pressure and heighten the risk of developing toxemia, which is an abnormal condition associated with the presence of toxic substances in the blood).

If your job includes a lot of air travel, you might want to order one of the special menus, which will be less fattening and more nutritious. The request should be made with the reservation. Some pregnant women carry their own supply of fresh fruit on business trips because it may take much needed time to find a supermarket or greengrocer in a strange city.

Your doctor may prescribe supplemental vitamins or iron pills. Take them at home or in private. Pills of any kind suggest that you are not feeling well and the last image you want at the office is that you are sick.

One of the best ways to look and feel healthy during your pregnancy is to get plenty of exercise. Regular physical activity will improve your circulation and your muscle tone, ease your tensions, help prevent backaches and varicose veins, and prepare your mind and body for labor.

Physicians are usually in favor of moderately strenuous sports like golf and swimming (except during the last month of pregnancy when the latter is often forbidden because of the possibility of vaginal infection). They tend to frown on sports that involve heavy lifting or long periods of standing up. Most cities now have pregnancy exercise classes and there are several videotapes available.

Pampering

You should give yourself a little extra pampering. You should also be prepared to make adjustments in your current beauty routines to correct any changes that may occur in your skin and hair. The physical changes that occur during pregnancy can work either for or against your skin. You may be glowing, but you may also develop such worrisome problems as acne, skin discolorations, or excessively dry or oily skin. Take the time to tend to these problems. Have a facial and a pregnancy makeup makeover.

One of the best ways to focus attention on your face is to pay special attention to your hair. It goes without saying that it should be clean and well styled, but you may also want to adopt a new hairstyle. Since your body lines will change, a different shape may be more flattering. An asymmetrical style will make you look thinner. If you are thinking of having a permanent, make an appointment for a test wave first to see how your hair responds. Make a hair appointment the day of your due date so you will be prepared if the baby comes on time and occupied if it doesn't.

Manicures and pedicures are a great relaxer. A bookstore owner claims that the most relaxing diversion she found was getting a pedicure. "It made me feel pretty and pampered," she says, "and what a break for my weary feet."

Visit the local art museum or gallery, concert, or play. Pick up several books you want to read at the library for those times you can't sleep. If you have a tape player, rent or borrow a few tapes to listen to as you do last-minute chores or during the first few weeks with the baby.

Travel

When astronaut Dr. Margaret Rhea Seddon told NASA officials she was pregnant, they laid down only one rule: no more hitching rides in trainer jets. The agency was concerned that if a problem developed and the pilot considered ejecting, he might hesitate to do so because of Seddon's condition. As a result of this ruling, Seddon had to do all of her traveling on commercial airlines.

If your job involves air travel, you may be wondering if or how long you should continue to fly. Talk to your doctor about business trips. Unless you have complications, your doctor is not likely to object, although he or she may issue a few precautions.

There have been rumors to the effect that air travel is harmful to expectant mothers because the fetus could be endangered by hypoxia or oxygen deprivation. These days, commercial aircraft all have pressurized cabins. If the pressure should drop, oxygen masks are automatically released from the overhead compartments.

Traveling can be very tiring while you are pregnant. Don't let the trips leave you more exhausted than usual. You should still travel, but on a more flexible and relaxed basis.

The chief danger on cross-country and international flights is that you'll be sitting still for long periods of time. If you're flying (or for that matter, driving) for more than a two-hour stretch, get up or out and walk a while.

Since your feet may swell, don't take your shoes off in flight or you'll have trouble getting back into them when it's time to land. If your feet should swell, put them up on a chair, or on your luggage, for a few minutes after you get off the plane. Your seat belt will fit more comfortably if you use TV correspondent Ann Compton's trick of placing an airline pillow on either side of your stomach before you fasten it.

Most airlines have regulations regarding pregnant women. You will spare yourself a hassle at the ticket counter if you find out what they are in advance. If you are close to term, airlines may refuse to let you fly lest you give birth mid-air. If you are carrying large, airline employees may suspect you of being farther along than you actually are, so your doctor's note should include the fact that you are in your fifth, sixth, or whatever month.

Generally speaking, most airlines are quite solicitous of expectant mothers. You can preorder special meals, request bulkhead seats (which give you extra leg room), and board ahead of the other passengers.

If your travels take you out of the country, make it your business to know where to find an English-speaking doctor if the need should arise, and also carry a letter from your obstetrician listing your due date, blood type, and any special problems another physician should know about. Check to see if the country you are visiting has any laws against admitting pregnant women. Some Socialist countries (including France) are concerned about letting pregnant women in lest they take advantage of the country's free natal care.

Dreams

During the middle trimester of your pregnancy, you may find yourself having some disturbing dreams. According to Robert L. Van de Castle, Ph.D., clinical psychologist and director of the Sleep and Dream Lab at the University of Virginia Medical Center, this is the time when women start wondering if they will be good mothers and worrying about conflicts between their families and their careers. You may not be conscious of how deep these concerns are but don't be surprised if you have what the experts call competency dreams (that is, dreams in which you feel that you are being tested in some way).

Van de Castle tells of one woman, a writer, who had a dream during her fifth month in which she and her husband took her typewriter to the park and forgot to bring it back. Then she went into the nursery and discovered that her baby was gone. The dream was a reflection of the woman's hidden fears that she and her husband would not know how to take care of their child, that her work and the child would be in conflict and that, in the end, she'd lose both of them.

At the psychologist's urging, the woman faced up to her fears. She talked them over with her husband and, at his suggestion, hired a trained baby nurse for the first few weeks after the baby was born. This would give both parents a chance to learn how to take care of their child and to work out a schedule that would give the woman adequate time to write. The woman's anxieties decreased and her competency dreams gradually subsided.

The Following Space Is Provided So You May Write in Your Own Dreams.

What do I dream?

What do the dreams reveal?

What am I doing to resolve any conflicts?

Calendars for Weeks Thirteen to Twenty-four

Month ______________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ______________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY	FRIDAY	SATURDAY
Lunch	*Lunch*	SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

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Lunch	*Lunch*	SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

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Lunch

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Notes:

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Lunch	*Lunch*	*Lunch*

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Week ______________________

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FRIDAY

SATURDAY

Lunch

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SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

The Third Trimester

Weeks Twenty-five to Forty

"IF PREGNANCY WERE A BOOK, they would cut the last two chapters," declares Rachel Samstat, the heroine of Nora Ephron's comic novel *Heartburn* (Alfred Knopf, 1983).

As you near the end of your third trimester, you may well agree with her, but for most of this period you will be so involved with your final preparations that you won't have time to be impatient.

Rachel wryly describes the discomforts of this trimester as "mysteries you hadn't expected to comprehend until middle age, mysteries like swollen feet, varicose veins, neuritis, neuralgia, acid indigestion, and heartburn."

You may have one or two of these complaints. If so, you have the consolation of knowing they'll soon go away and your pregnancy will be safely behind you.

You can find further comfort in the fact that by now everything is, or soon will be, in place on the job and home front.

Your staff or your replacement will be ready to take—or perhaps already has taken—on some of your responsibilities. For your own peace of mind (and theirs) you may want to supplement your verbal instructions with a written summary of important points, day-by-day or week-by-week schedules, and other pertinent information. In addition to being a handy reference in a crisis, a briefing book of this type can save you unnecessary phone calls at home and give whoever takes your place a greater sense of independence.

If you plan to keep in touch with the office during your leave, work out a specific time for calling in. This will make things easier at both ends of the line. You will feel more businesslike if you adhere to a set schedule and your co-workers and/or staff won't feel that you are trying to catch them off guard by calling at odd moments. They will also be better prepared to give you their full attention and to report on matters that need your input. All these arrangements may strike you as premature, but if it turns out that your baby is early, you'll be glad you were prepared.

You may not feel up to carrying your usual work load during the third trimester. Even if you are not troubled by physical problems, you may have difficulty sleeping. This can be caused by your anxiety over the impending birth or by your awkward shape, which can make it difficult for you to find a comfortable sleeping position. If you are not feeling well, you may want to shorten your workday or delegate duties without waiting for your leave to begin.

Your biggest complaint will be the one voiced by Joanne Spotswood, a vice president at Bank of America in San Francisco. "The one thing that got on my nerves," she says, "was everybody asking me how I felt." (Spotswood's response: "Fine. How do you feel?")

If you don't feel all that great, however, there's no reason to apologize for it. You may think that you have to tough it out, but no one really expects it of you.

Not all bosses are quick to admit it, but most do understand if you are feeling out of sorts. Deal with your staff and/or co-workers in a straightforward manner. Remember, once you've established yourself, you don't have to keep proving yourself. You can afford to acknowledge that you are feeling temporarily under par. Do whatever is necessary with the least amount of fuss.

During her second pregnancy, Bettye Baldwin was advised by her doctor to keep her feet elevated as much as possible. Baldwin, who was working for Citibank at the time, used to conduct staff meetings with her feet up on a stool. "I'd walk into the conference room, stool in hand, and someone would say, 'Here she comes with her stool again,' " recalls Baldwin. "Eventually, they got used to the idea and the jokes died down."

During the final months of pregnancy, sitting in the same position for long periods of time can cause your legs and ankles to swell. If you are troubled by sciatica (pain in the upper leg caused by pressure on the sciatic nerve), prolonged sitting will aggravate it. If you are deskbound for most of the day, make it a point to change positions from time to time and get up and walk around whenever you can. Keeping your legs elevated, as Bettye Baldwin did, will reduce the swelling. If you have varicose veins, don't sit with your legs crossed; this will make the varicose veins worse.

One possible nuisance during the third trimester is frequent urination. If you are called on to conduct lengthy meetings or presentations, cut down on your intake of fluids beforehand and make it a point to freshen up just before you start. If you have to attend such events, choose a seat that will enable you to make an unobtrusive exit, if necessary.

Another thing that can disrupt your concentration at meetings will be your baby's movements. Banker Beverly Treuille was giving a presentation during which her baby would not stop kicking. She knew the men she was talking to could see the movements under her dress, but instead of saying something, she patted her abdomen and kept on going. The gesture let them know that she was aware of the baby's kicks and not particularly disturbed by them. At the same time, it served to turn their attention back to her presentation.

Tips for Dealing with Symptoms of Advanced Pregnancy

- Keep legs elevated.
- Change positions and walk around periodically.
- Don't cross your legs.
- Cut down on fluid intake before meetings.
- Don't be afraid to acknowledge you are not feeling well.

Selecting a Pediatrician

Around the seventh month of pregnancy you will be encouraged by your doctor to select a pediatrician.

Just as you are beginning to spend a good deal of time with your doctor in your third trimester, so you will with your pediatrician for baby checkups the first year. You should like, trust, and be comfortable with the pediatrician.

Questions to Ask Your Pediatrician

1. Are the office hours convenient for dual-career couples?
2. What are the doctor's qualifications?

3. What is the doctor's hospital affiliation?
4. What is the phone-call policy? (Is there a regular time during the day to call in for routine questions? Can you ask routine questions at any other time of day?)
5. What kind of 24-hour coverage does the doctor provide?
6. Does the doctor make house calls?
7. What kind of emergency coverage is there?
8. What are the fees?
9. Is the doctor's philosophy compatible with yours?
10. Does the doctor believe in working mothers?
11. Are there any special problems you want to discuss?

The pediatrician should fit your needs, believe in and understand dual-career couples, be friendly and supportive. You won't be consulting the pediatrician solely on matters of health. You'll have questions about feeding, day care, nightmares, and family traumas. Ask yourself: Is this a person I can turn to if my mother dies and I don't know how to tell my child? Or, later on, is this someone I can turn to if there are learning difficulties or problems with substance abuse?

Resources for Finding Your Baby's Pediatrician

1. Your hospital nursing staff.
2. Friends with children.
3. Your doctor.
4. American Medical Association local chapter.
5. Mothers in childbirth classes.
6. Health maintenance organizations.
7. Teaching hospitals.
8. The Yellow Pages, under "pediatrician."

A visit to the doctor's office should be the first step in the selection process. Go during regular hours and see if patients are taken promptly and if the youngsters seem comfortable.

To Breast-Feed or Not

One question that you may have already settled in your own mind or may still be debating is breast-feeding.

Advantages of Breast-Feeding

- Your uterus will return to its normal size more quickly.
- You will find it more convenient than preparing and warming bottles.
- It provides antibodies that help prevent allergies in infants.

Advantages of Bottle-Feeding

- Somebody else can help with the feedings.
- You will be able to return to your normal work patterns and social life more quickly.

If you plan to go back to work fairly soon, you may feel that breast-feeding is out of the question. You could be right, but many women do it—even though it means traveling out of town with a breast pump in a briefcase.

If you are undecided about breast-feeding, you can always try it and then give it up later, switching to bottle-feeding if it doesn't work for you or your baby.

Cindy Wright, who trains and rides rodeo horses, started out breast-feeding but gave up after a few weeks. "It made too many demands on my time."

If breast-feeding isn't compatible with your schedule or if it doesn't appeal to you for any other reason, don't feel guilty or that you are an inadequate mother. Do whatever you can manage and feel comfortable with and forget the guilt trips. There's a lot more to producing happy, healthy babies than the kind of milk they drink.

Proponents of breast-feeding claim that it is the *sine qua non* of bonding—the emotional attachment that develops between a new mother and her baby and is essential to a strong, loving relationship. There's no question that bonding is important, but there's also no proof that breast-feeding, rooming in, the Lamaze method, and lengthy maternity leaves are the only ways it develops. Many women forgo all these experiences, either by choice or necessity, without altering their child's nurturing.

If you want to continue breast-feeding when you return to work, there are a number of ways to do so.

If you live within a reasonable distance of your workplace, you may be able to get to your home or day-care center for a feeding at some point during the day. Or you can get your child's caregiver to bring your baby to you at the office.

Or you can attend meetings and cover yourself with a blanket. Kathy Wilson, the director of the National Women's Political Caucus, used breast-feeding to her advantage at political events in order to pass through secret service protection. The agents always let her through when Wilson explained that she had to find a ladies' room quickly in order to breast-feed her baby.

Another alternative is to breast-feed your baby in the morning and evening and use a breast pump to express your milk when your breasts fill up during the day. Your caregiver can substitute formula for the feeding you miss, or, if there's a refrigerator available in your office, you can save the expressed milk and use it for the next day's feeding. Human milk will keep only 24 hours and it must be refrigerated, so use a thermos or other reliable cooler to carry it home. If you can store the milk in a freezer, it will keep for months.

If you plan to express your milk, practice doing it before you go back to work. You can buy a good breast pump for about $25. It will take a half hour or so to empty your breasts and you'll have to find a private place in which to do it. Expressing goes better when you are alone and feel relaxed.

If you can learn to express manually, you won't have to worry about a breast pump. Lessons are available through the La Leche League, a nationwide organization that promotes breast-feeding, or local breast-feeding support groups. These are also good sources of information about breast-feeding in general.

Even if you don't use a breast pump on a daily basis, you will find one invaluable if you have to be away from your baby for a day.

If you have to be away from home for more than a day, you might consider taking your baby with you. Friends, business associates, or hotel personnel can be consulted about finding caregivers. If you can afford it, you may prefer to bring your own.

Randy Allen, a partner in Touche Ross, a Big Eight accounting firm, took her son on several business trips. Allen has a number of important clients in Seattle, so the firm was only too willing to find, and pay for, an excellent baby-sitter for Scott (who was three months old). They also reserved a hotel room with a mini-refrigerator so that Allen, who was feeding her son in the evenings and breast pumping during the day, had a place to store her milk. Allen also adopted a breast-feeding schedule that took no time from her regular workday.

If breast-feeding is going to require interruptions in your work or absences from the office, be as inconspicuous as possible about them—and as productive as possible when you are on the job. It may also help if you occasionally remind your boss—and yourself, if necessary—that breast-feeding isn't forever.

Time Together/Fathers

Preparing to be a father takes time and understanding by both partners. If there ever is a time when the man in your life should be sensitive to your needs, it is when you are pregnant. If there ever is a time when you should be sensitive to your partner's feelings and responsive to his needs, it is when you are pregnant.

These nine months should be a special time for both of you. Your partnership as parents was launched when your baby was conceived. That partnership can be cemented while you are waiting for your child to arrive. You will have dozens of practical matters to attend to, lots of plans to make. Your discussions and the decisions that stem from them, should give you a greater understanding of each other's needs and a stronger sense of functioning as a team. This mutuality, combined with your joy in anticipating your child's arrival, can foster a unique type of intimacy.

Perhaps the foremost requisite for intimacy, however, is honesty. One of the real difficulties for the father-to-be in our culture is that he is supposed to have only positive feelings for the forthcoming event.

The majority of men harbor a number of misgivings about becoming a parent. This isn't to say they aren't looking forward to the experience and don't feel proud and happy, but they may also have underlying fears and doubts that may surface as tension and marital conflict.

Try to understand the source of any friction, encourage your spouse to share his feelings and experiences with colleagues at work, and don't hesitate to offer emotional support to him so that he can learn how to offer it to you.

We sometimes forget that men have as many uncertainties about the children-career combination as we do; in some cases, more. The pressure on fathers to be nurturers as well as providers is not only enormous, it has also come on comparatively fast. As recently as 1968, Dr. Benjamin Spock's guide to child care was encouraging fathers to be active parents but the limits were clearly defined: "Of course, I don't mean that the father has to give just as many bottles or change just as many diapers as the mother . . ." wrote Dr. Spock. "He might make the formula on Sunday."

Eight years later, in his edition of the guide, Spock declared: "A father with a full-time job—even when a mother is staying at home—will do best by his children, his wife, and himself if he takes on half or more of the management of the children when he gets home." Now, that's a dramatic change.

Sex During Pregnancy

Almost every expectant couple finds that their sexual relationship undergoes some change during pregnancy. It can be better than ever, uncomfortable, or less frequent due to your various physical changes.

During the first trimester, nausea, fatigue, and breast tenderness may lessen your interest in sex. Your husband will still be turned on.

During the second trimester, you'll be feeling better physically and may actually start enjoying your pregnancy. This is the time when your husband's ambivalent feelings are apt to be strongest. Your new figure may alter his view of you as a sexual partner. He may be fearful that sexual intercourse will in some way injure you or the fetus. He may also find you less attractive and desirable.

During the third trimester of your pregnancy, your husband may be put off by your enlarged figure. Try not to take it personally. The male sex drive is strongly influenced by visual stimulation and the sight of a very pregnant woman—even one he dearly loves—may simply fail to arouse him. If your husband starts losing interest in making love, assure him that neither you nor the baby are as fragile as he imagines. Together read some of the books that deal with the subject or arrange for him to discuss it with your doctor.

In some cases, it's the woman who loses interest in sex. Usually it's part of the general pattern of withdrawal, but some women find their energies waning at the end of a busy day. They, literally, are "too tired." Making love in the morning, early evening, and on weekends can help solve this problem. But if your love life seems to be seriously affected by your condition, don't pass it off as one more nuisance of pregnancy. Discuss it with each other and make a concerted effort to remedy the situation.

You may find that pregnancy has little effect on your sexual desire, but certain positions and caresses may be less pleasurable than usual. Talk to each other frankly about what you like and what you don't (and what you think might be more enjoyable).

When you want to be together but aren't in the mood to make love, mutual massage can help relieve your tensions and be a soothing expression of your affection. Take turns massaging each other's backs, shoulders, and arms. Enjoy the singular pleasure of touching and being touched. The experience could set the stage for some spontaneous and spectacular lovemaking. Even if it doesn't, you will have found a new way of pleasing each other through physical contact.

If your relationship is basically sound, you can both survive a comparatively brief period of abstinence. As for the stories and gossip you have heard about men straying during their wives' pregnancies, most of them are "old husband's tales." If necessary, men can go for long periods of time without sexual intercourse. The man who feels a need to stray would probably do so anyway. Pregnancy simply provides a convenient excuse.

Your doctor may forbid sexual intercourse during the final weeks of pregnancy, or for an even longer period if you have developed complications or are expecting twins.

This can be stressful for you and your mate. Even if you can't make love, try not to lose physical contact. Hold and touch each other from time to time and talk to each other in intimate ways. There may be all sorts of private fears, hopes, and dreams you have not shared. Your pregnancy may also prompt both of you to start thinking about your past. Revealing memories (good and bad) of your parents and your childhood can give you valuable insights into each other's feelings (and make you aware of how you came to be the people you are).

Doing Things Together for the Baby

Try to get your partner involved in your pregnancy by shopping together for the baby, preparing and arranging the nursery, discussing names, deciding on what childbirth education course you want to attend, and comparing your philosophies on child raising. Have him meet your obstetrician. If your husband cannot get to your doctor's office at a time that is convenient for you, there's no reason why he and your doctor can't get together without you.

These days, most women want their husbands to participate in childbirth preparation classes and to be with them during labor and delivery. Not all husbands are enthusiastic about the idea. Before you sign up for the sessions, give your husband a chance to discuss the programs and to think it over. He will be more amenable if he doesn't feel pressured into participating.

Childbirth classes help you understand what is happening at birth and to participate as much as possible. Most courses show you how to both cope with pain and enhance decision-making skills, teach relaxation techniques so you feel more in control, and create a closer relationship between you and your coach during labor.

Benefits of Taking a Childbirth Class

1. The opportunity to share pregnancy experiences with other couples.
2. The opportunity to ask questions of a professional.
3. Increased involvement of the father in delivery.
4. Reducing anxiety and building confidence in both parents.
5. A shorter, less stressful labor.

Choose a small class that your doctor approves of, with a teacher whose philosophy you agree with, and that has a book/curriculum/philosophy you can review in advance.

Remember, your husband will be concerned about measuring up as your comforter and coach during labor. Assure him that he can, and tell him how much his being there will mean to you.

Not many couples can weather a major change in their lives without running into a few storms. You will fare better if you are prepared for a squall or two. But you will find the sailing smoother if you try to be as considerate of your husband's feelings as you expect him to be of yours. Make it a point to show him, in as many ways as you can, that no matter how busy you are with your career and your pregnancy, he is still the most important person in your life.

The Ninth Month on the Job

The ninth month can become a strain on your nerves. Your husband, parents, in-laws, and co-workers will all be concerned about your condition. Their nervousness can increase your apprehension, but try to stay calm. You are almost there.

You may find yourself feeling especially tired at this stage. The trick is to pace yourself so you can keep on working without becoming exhausted.

You may have the chance to take advantage of some special opportunity during the final months of your pregnancy. If your condition is the only thing holding you back, think again. It may not be as serious an impediment as you imagine.

Emily Jane Goodman was in her seventh month when she learned that she had been selected as a qualified candidate to run for judge in New York City. Goodman accepted the nomination and spent the next two months attending campaign rallies.

Faith Ryan Whittlesey, U.S. Ambassador to Switzerland, spent one pregnancy on the campaign trail. She was running for representative in her home state of Pennsylvania at the time. "The baby was born two weeks before the election," she says, "so I was able to get out and vote and to attend the victory celebration when I won."

Unless you have complications that make it imperative for you to slow down, or your body size makes it impossible to work (like sewing-machine operator Lydia Nery, who got so big she could not fit behind her machine), there's no reason why you can't pursue your usual work habits.

The last month of pregnancy is, without question, the longest. Not only will you be impatient to get the whole thing over with, you will also be annoyed by people asking, "Are you still here?" Tell everyone that your due date is two weeks later than it actually is. If you have already revealed the correct date, say that your doctor has assured you that the baby will be late.

Your associates' impatience may be easier to scotch than your own.

You will be grateful if there are projects at the office that have to be squared away before you leave.

Do not worry about being embarrassed if your water breaks at the office. Bobbie Kilberg, a lawyer and foundation executive, had this happen. "It really wasn't so terrible," says Kilberg. "After all, it's part of the natural process."

To be prepared, keep a plastic or canvas bag with a towel and a couple of sanitary napkins in your closet or desk drawer. You may also want to keep an extra suitcase at the office in case your doctor sends you directly to the hospital.

If your apprehensions include worries about leaving your job, the best way to handle them is to tie up all the loose ends at the office and check your arrangements one last time. Your desk should be clear, and if you continue to schedule appointments, make sure they can easily be canceled or that someone else can take over in your stead.

The Ninth Month at Home

Only a small percentage of babies arrive on the day they are expected. The rest come anytime during the two weeks before or after they are due.

Realizing that their baby is on its way, most working women are seized with a need to make sure they are prepared.

Here's One Final Checklist

____ Insurance policy reviewed and updated.

____ Hospital room reservations made.

____ Nursery painted/wallpapered.

____ Childbirth preparation course completed.

____ Thank-you notes to baby shower hostesses sent.

____ Thank-you notes for baby gifts sent.

____ Baby furniture and equipment selected.

____ Baby's wardrobe selected.

____ Birth announcements selected.

______ Mailing list complete.

______ Pediatrician selected.

______ Day care or child care selected.

______ Larder stocked.

______ Suitcase packed for hospital stay.

______ Lamaze (or course bag) packed.

______ Home baby-proofed.

______ Fast-food restaurant and grocery store coupons clipped (and ready for use).

______ List of stores that deliver compiled and charge account or check privileges established with each.

______ Small amount of cash ready for marketing.

The Hospital

You will be ecstatic to realize that your nine months of waiting are almost over, but no matter how well prepared you are for childbirth, you will still worry about how it will go. Keep reminding yourself that labor is the hard part.

Your suitcase should be packed for you and your baby along with things to take to the labor room and a package for your husband (see page 236 in the back of this diary).

Your doctor, childbirth-education classes, and prenatal reading will give you some idea of what to expect during the final stages of labor. Even so, it is difficult to predict whether it will be easier or harder than you thought.

Jane Maas, an advertising executive who is president of Muller Jordan Weiss in New York, felt so ready to go back to work after delivery that she met her housekeeper in the lobby of the hospital and let her take the baby home while Maas went to the office.

For every woman like this, there are a half-dozen others who feel, as Happy Shipley, a music company executive, did, "too weak and ravaged even to lift a Kleenex box."

Nanette Robinson, who runs her own horse-training business, felt the same way. "I slept for the better part of the next three to four weeks."

If you can and want to do some work while you are in the hospital, that's fine, but between visitors, phone calls, naps, and tending to your baby, you may not have much free time. You may also want to use the snatches you do have to get a few chores, such as writing thank-you notes for flowers or addressing birth announcements, out of the way before going home.

Try to have some quiet visits with your husband. This can be a great time together. Rest if you can. If you have a toddler or two at home (or even if you don't), you may decide against having the baby "room in," so you can catch up on your sleep while you are away.

In getting ready to leave the hospital, take time to put on your makeup and fix your hair. It will do wonders for your morale.

If you were looking forward to slipping into regular clothes for your return home, forget it. You won't be as large as you were when you went into the hospital, but you won't be back to your regular size either. It usually takes six weeks for a new mother's body to regain its shape.

Be sure to ask the person who accompanies you home from the hospital to bring a camera so you will have a picture record of the big day. When you get home, put on your most comfortable clothes and take it easy. Don't have too many visitors. If your friends want to see you and the new baby, tell them, thanks anyway, but your doctor says no.

Calendars for Weeks Twenty-five to Forty

Month ______________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY ☐

Lunch

FRIDAY ☐

Lunch

SATURDAY ☐

SUNDAY ☐

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ______________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY	FRIDAY	SATURDAY
Lunch	*Lunch*	SUNDAY

Notes:

Month ______________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY	FRIDAY	SATURDAY
Lunch	*Lunch*	SUNDAY

Notes:

Month ______________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY ☐

Lunch

FRIDAY ☐

Lunch

SATURDAY ☐

SUNDAY ☐

Notes:

Month ____________________

MONDAY		TUESDAY		WEDNESDAY	
Lunch		*Lunch*		*Lunch*	

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ______________________

THURSDAY	FRIDAY	SATURDAY
Lunch	*Lunch*	SUNDAY

Notes:

Month ______________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY	FRIDAY	SATURDAY
Lunch	*Lunch*	
		SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY	FRIDAY	SATURDAY
Lunch	*Lunch*	SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY	FRIDAY	SATURDAY
Lunch	*Lunch*	SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

SUNDAY

Notes:

The Fourth Trimester

Weeks Forty-one to Fifty-two

THE PHYSICAL RECOVERY from childbirth normally takes about six weeks. The period of emotional and logistical adjustment to parenting, generally referred to as the "fourth trimester," takes closer to three months.

If you will be out of the office or working at a reduced pace during this transition stage from pregnancy to motherhood, your time at home may contribute as much to your own growth and development as it does to your baby's. New mothers sometimes find that their maternity leave becomes a mini-sabbatical, giving them a respite from on-the-job pressures and allowing them to do some creative thinking. Far from falling behind professionally, you can take this time to improve your performance by stepping back and taking stock.

Postpartum Depression

Singer Marie Osmond says of seeing her newborn son seconds after his birth, "I couldn't believe that perfect little thing had been inside me. It was a truly spiritual moment." You will have your own special blend of feelings, including exhilaration, joy, wonder, and pride; but within about ten days, maybe longer, your up mood may fade and you could find yourself feeling blue.

Public TV volunteer Mimi Dimeling describes her postpartum state: "I have never been so tired or depressed. I felt fat and ugly and exhausted."

Postpartum depression—the official name for these negative feelings and the crying bouts that frequently accompany them—is not only normal, but remarkably common. It occurs in an estimated two-thirds of all new mothers. Despite the prevalence of the "after-baby blues," no one has been able to pinpoint the cause. Some doctors blame it on a combination of exhaustion, feelings of discomfort after delivery, and the general letdown after the excitement of giving birth.

Another widely held theory is that these depressions are the result of hormonal changes that occur in the body during the puerperium—the six-week postpartum period in which your body is returning to normal. This same hormonal activity is believed to be responsible for premenstrual tension and for the moodiness that occurs during pregnancy.

If your depression persists for more than a few days, tell your doctor about it. The prescription will probably be to get more rest and get out of the house more often. If that doesn't help, he or she may recommend a mild antidepressant or, if you are particularly low, suggest a consultation with a psychotherapist.

Adjusting to Motherhood

Your mood may be tense and anxious, rather than depressed. If this is your first baby, you may worry about how good a mother you will be. If it's your second or third, you may start wondering about your decision to have this new child and fear that you've gotten in over your head. To add to your anxieties, you may suddenly start doubting your ability to handle both motherhood and a career.

The problems you envision probably won't be as monumental as you may think. Take one day at a time. As the weeks pass and you gradually regain your strength and your figure, you may wonder why you ever entertained those worrisome thoughts.

During pregnancy, you are center stage for nine months. Once the baby is born and the attention shifts, mothers often find it hard to step into the wings, and some confess to slight feelings of jealousy.

A more common feeling is the one described by Treasury Department official Gay Hoar, who says, "Immediately after the baby comes, there's lots of activity—cards, gifts, phone calls, and visitors. Then after a couple of weeks, the fanfare is over. Your friends are all at work and you are tied down at home with the new baby, and not much free time—especially if you are nursing. That's enough to put any woman out of sorts. My solution was to call up one or two friends each day. The ones who were mothers would always take time to chat. They knew what I was going through because they had been there themselves."

It usually takes a few days—or weeks—for first-time mothers and fathers to feel more sure of themselves as parents.

Don't be impatient. Physically you will be regaining your strength as your body gradually returns to normal. Emotionally, you may feel a sense of loss because your baby is now a separate person and you can no longer feel its movements within your body. Unlike during pregnancy, when you received a good deal of attention, the focus is now on the baby. This postpartum period is a special interlude in your life. It will be busy, but it will also be filled with happiness.

Like any new job, motherhood takes some getting used to. Remember, if you have questions or problems, your pediatrician, mother, mother-in-law, friends, or baby nurse are all there to help. Don't be afraid to admit that you don't know something. In fact, by the time you return to your obstetrician for your six-week postpartum checkup, you will have "learned the job."

Guidelines for Adjusting to Motherhood

- Get as much help with housekeeping and child care as you can.
- Don't have too many people in to see the baby too soon. You may want to have a "viewing" every other day or hold one or two big parties to introduce your child.
- Don't try to make any decisions about major life situations (such as moving or career changes).
- Don't have unrealistic expectations. It takes time for life to get back to normal.
- Don't forget that it also takes time for bonding and love to develop with your newborn.
- Try to do nice things for your husband. Arrange to have special quiet times together.
- Take the advice of experienced mothers and try to sleep when the baby does. You need the rest; household chores can wait.

- Try to find someone to acknowledge your presents for you.
- Don't get so caught up in the new baby rush that you can't take the time to count—and enjoy—your blessings.

Using Maternity Leave to Your Advantage

Motherhood has caused more than one hard-charging career woman to do an about-face. This is the time to rethink many priorities. Once you are a mother, you're a different woman.

If the idea of starting your own business appeals to you, talk through your idea with someone you trust. If the project still seems feasible, draw up a bona fide business plan. If you don't already have financial or business training, use your maternity leave to take some courses in the field.

If you don't want the risks or responsibilities of starting your own business, you may be able to work out a more flexible system for handling the job you already have. If you do writing, research, thinking, or planning, your physical presence in the office every day may not be essential.

If you have the kind of job that cannot be done anywhere but at the office, you may feel yourself losing momentum while you are home.

Dallas real-estate saleswoman Laurissa Copeland had this problem. "I talked it over with my boss, Ellen Terry," she reports, "and she offered to send me to an out-of-town sales seminar to facilitate my reentry." Since she was breast-feeding, Copeland took her baby and her caregiver along. "It worked out fine. The seminar was just what I needed to get back in the groove."

Perhaps you can devise an equally effective way to get back into your work. You may find yourself unfazed by your loss of momentum.

Keeping in Touch with Your Office

If your maternity leave plans include keeping in touch with your office, do it as soon as possible. Call and find out what's happening and how you can be of help. It's also a good idea to go in occasionally.

This will let people know you are still around and still interested in your work.

Market researcher Barbara Mitrani took a year off when her second child was born. Her company already had agreed to let her return to work on a part-time basis, but Mitrani felt that if she could eliminate her commute to the office and use all of her hours productively, she would accomplish as much as she had when working full time.

Mitrani spent her leave writing a résumé, sending out letters, and interviewing for jobs. She received several good offers, including one from a firm that wanted her enough to let her work at home. With her older child in school, Mitrani found a day-care center for the younger one. This gave her a large chunk of time during the day for serious work. She found that typing could be done in off hours or at night.

During maternity leave, some women find that tending a baby absorbs only one part of the mind, leaving the rest free for clearer thinking about their jobs.

Maternity leaves are frequently a prelude to career changes. The switch is often prompted by a desire for more flexibility in work hours and more control over time.

The Perfect-Parent Syndrome

During the early weeks of your baby's life, you and your husband may feel that your lives are out of control. You both may feel disorganized and amazed at how demanding a baby can be. The "fourth trimester" can be the most challenging of all. Inexperienced parents often think the worst will be over once the baby is born. Unlike a new job, where the structure already exists, parenting is not analogous to anything you have ever known.

Goals, five-year plans, five-hour plans all pale in the face of a baby with his own agenda.

Don't develop "the Perfect-Parent Syndrome"—being loath to admit that it isn't all sweetness and light. Be frank about the stresses and talk openly about family dynamics and the pressures of parenting. You may want to join a support group.

Your partner's cooperation will be crucial to a successful reentry to the work force, so give some thought to how you and he can divide up responsibilities for child care and household care.

Tips on Dividing Responsibilities

- Don't try to be Superwoman.
- Make it clear from the start that these are shared responsibilities.
- Whatever arrangements you work out, be sure to make allowance for your individual abilities, preferences, and job demands.
- Don't hesitate to revise your arrangements if either one of you is unhappy with the way they are working out.

You will be strengthening your relationship if you follow Dr. William Brown's advice and get away from your baby once in a while. "Make a date to go out for lunch or dinner. Get theater or concert tickets, visit a gallery or a museum, stay at a hotel some night. Whatever you do, get out of the house and spend some time together, just the two of you."

Returning to Work

If you want to manage a successful return to work, the key word is planning. Here's how:

1. If you have been out of touch with your office during your leave, get an update before you return.
2. A co-worker can fill you in on some of the news, but a call to, or meeting with, your boss or supervisor is the most reliable way of finding out what projects are pending, if, and how, your responsibilities have changed.
3. Touching base with the higher-ups is also a good way of letting them know that out of sight has not been out of mind.
4. To hit the ground running, organize your week in advance. Set up some appointments and make a few lunch dates.
5. If you have been working on a special project or attending a professional meeting or workshop, prepare and circulate a report prior to your return. Then schedule a meeting to discuss it your first day back.

Your formula for getting back into the swim at work may be to plunge right into your job. Or you may prefer to devote a day or two to catching up. In addition to meeting with your boss, you can review memos, key reports from your department, and correspondence files. Since you have had the advantage of being away from the scene, you may be able to come up with insights and tactics that hadn't occurred to those studying problems at close range.

If you have taken a short maternity leave, you probably have not missed that much—unless you are in a fast-paced field or your company is undergoing major changes. If you have been out for less than six weeks—and particularly if you have had a cesarean—your energy reserves will be low. Do your job but don't take on anything extra for the time being.

Work

When you are concentrating on your work, this same sense of balance and practicality will keep you on an even keel. Even if you pride yourself on your perfectionism, recognize your limitations. Having it all means enjoying it all, not doing every task that crosses your desk more perfectly than it needs to be done.

Suggestions to Help You Survive Returning to Work

- Establish priorities. Eliminate nonessential tasks and look for more efficient ways of handling essential ones.
- Don't try to do everything yourself. Divide up the chores with your husband. Ask your caregiver to do others while you are at work.
- Use convenience foods. Eliminate stops on the way home by trading with butchers, grocers, druggists, and dry cleaners who deliver.
- Don't expect to accomplish more than is humanly possible in the time allotted. You will reduce your frustrations and tensions if you do less or give yourself more time.
- Experiment with a variety of routines until you find the system that works best for you.
- Make lists and try to stick to your schedule.
- Delegate.
- Learn to control your telephone time and have your calls screened if possible.

- Try to make meetings shorter and more productive. Do not let people waste their time in your office; it's your time, too.
- Make decisions faster. Once you have the facts, act. Then don't sulk if the decision was a poor one.
- Teach yourself to read faster. Take a speed-reading course, if necessary.
- Take advantage of time in planes, trains, and cars to read memos, write notes, or review documents. If you are on a managerial level that would make it possible, have your mail delivered to the airport.
- Much more will be accomplished at a breakfast meeting than a luncheon meeting.
- If possible, forget business dinners and invest time in people. They will perform better when they know how you care about them and have a high regard for their performance.
- Finally, learn to say no.

Few work, family, and spouse relationships are perfect. You will always have to make some sacrifices both on the job and at home. Do a good job, but don't work panic or endurance hours.

Reviewing Your Child Care

No matter how foolproof your child-care arrangement seems, be prepared for emergencies. Caregivers can get sick, snowstorms can force daycare centers to close, or your own working hours may be changed without notice.

Nina Link, a vice president at the Children's Television Workshop, recalls the time when her children were small and her husband was out of town: "I was planning to go home to relieve the housekeeper, but my boss called a late meeting. When I told him I had a problem with the kids, he told me straight out that I had been hired as a television writer, not a mother. I've realized ever since how important a backup system is."

Because child care is a family affair, your husband will head the list of backup choices. Some couples take turns in emergencies; others decide on the basis of who has the stronger need to be at the office. Or, split it down the middle with each spending a half day at the office and the other half at home.

It is a good idea to keep a file of additional possibilities: friends, relatives, neighbors, agencies, day nurseries, and child-care groups. Keep your file in a handy place and call your second team at regular intervals to see if they are still available and still part of your support network.

Whatever child-care arrangements you make, review them regularly. Sometimes people or institutions work out a system that was right at one point but may not be at another.

Is Your Child-Care System Working?

You should be able to answer yes to all these questions.

1. Do you feel certain that the caregiver is competent and loving?
2. Does the system give you adequate time with your child?
3. Do you and your husband have time for each other and for some life of your own?

No matter how dependent you are on others to care for your child, remember that a caregiver is not the same as a mother or father. Children know this but caregivers may have to be reminded occasionally. To avoid misunderstandings, take the lead in setting policy, making decisions, and structuring your child's environment. Remember, you are the parent and even the most experienced professional is working for you.

One of the trade-offs of entrusting your child to a caregiver is that he or she will develop a strong emotional tie to the person you hire. While you may find this upsetting at times, realize that such attachments are inevitable (healthy) and do not mean your child loves you any less. Be grateful that your child is happy—and give yourself a pat on the back for selecting a caregiver who can inspire love.

Guilt

You may be among the hundreds of women who do not want—or cannot afford—to put their careers on hold.

Xerox's Kathy Smith admits that she works for two reasons: "One, because I enjoy it, and two, because I earn the money to buy the many things we enjoy."

Either or both of these are excellent reasons for working, but you may still feel guilty. Women who work outside the home sometimes fear they may be harming their children. But, according to the Committee on the Psychological Aspects of Child and Family Health of the American Academy of Pediatrics, the only demonstrable negative effects of working stem from inadequate caregiving and maternal fatigue, which can disrupt the quality of interaction between mother and child.

If you have made arrangements for your child to be in a safe, caring environment while you are at work and if you will be able to enjoy quality time with him or her while you are at home, don't torture yourself.

Eleanor Disston Raynolds, a partner at Ward Howell (a leading executive search firm), worked all during the time her two children were growing up and neither child regrets it. "On the contrary, my son feels it has prepared him for his current relationship with a serious career woman," she says. "And my daughter has decided that she will never be wholly dependent for support on a man."

If Raynolds's experience doesn't assuage your doubts, the Committee of the American Academy of Pediatrics also stated that, far from being inadequate parents, "women who feel fulfilled because of their work away from home may be better mothers than if they stayed home and were continually dissatisfied and frustrated."

Stop feeling guilty and be grateful that you live in an era when women can have fulfilling jobs and loving families.

Quality Time

No matter how carefully you mark out time for your child, there will be occasions when your job will have to come first. Jane Pauley's boss asked her to cover the Pennsylvania primaries—and be gone overnight—when her twins were only a few months old, because Bryant Gumbel was going to be off that week. "Although I wouldn't have volunteered for the assignment, I said I'd go," Pauley admitted. "After all, Bryant has two children and he went overnight to cover the Illinois primary."

Pauley summed it up for all of us when she said, "I take the money and have to do the job. NBC isn't always going to say, 'Can you come in tomorrow morning, Jane? Will that be convenient for you and the kids?' "

You will have to weigh the pros and cons of individual situations. Major illnesses may require a mother's presence, but minor ones can usually be handled by a caregiver armed with your pediatrician's home number and periodic calls from you to make sure that all is well.

If a crucial meeting or unexpected crisis keeps you from being with your child on some special occasion, find a way to make up for it. When Carla Hills absolutely could not attend a school play, she'd come to the dress rehearsal and make it a special event by bringing brownies for the whole class.

It won't take you long to develop your own style of mothering or to decide that of all your achievements, your child is the one of which you are the most proud.

Just make sure that quality time compensates for quantity.

There are a number of definitions of "quality time." One of the best I've found comes from a family-life expert who describes it as "time spent with your child during which your child knows you are there, is aware that you know that he or she is there, is able to communicate and share with you, and has the sense of being the most important person in your life at that very moment."

Single Mothers

Attitude is very important, especially if you are a single mother. By focusing on what is positive and constructive rather than on ways in which the situation is undesirable, you can move on with your life. Your sense of self-worth is important; build it through work and faith. By so doing, you are not only enhancing your own life, but also building the confidence and self-esteem of your children.

As a single parent, you have the opportunity to grow personally and professionally—to take the kinds of career risks that often only necessity pushes us to. You also have a chance to form new, mature relationships, to get to know yourself better and to develop a special relationship with your children.

On the negative side, single parents are forced to find their bearings in a social vacuum in which there is little recognition or help from schools, religious institutions, or government agencies. Left largely to their own resourcefulness, women are creating their own sociology, their own rules of child care, and their own self-help organizations.

The joys and agonies of parenthood are yours alone. You have the freedom to shape your baby's life according to your own beliefs of child-rearing. But, as a single parent, you will find that the difficulties are magnified. The financial burden can be great. As the child's sole support, you cannot afford to jeopardize your income and so must look to friends and family for help when your child gets sick.

Single mothers are vulnerable to "overloads" because of the absence of a second parent within the household to provide daily support. You can minimize potential overload by relying on alternative support systems: family, friends, agencies, counselors, and organizations for single parents, along with—if you are fortunate—the father.

Even though tension and ambivalence are inescapable between former partners, it is important to set aside negative feelings in the interest of some degree of shared parenting.

Just as you can make decisions and set rules without first negotiating with your child's father, so you must accept responsibility for the consequences of those decisions and rules. Although this gets easier with time, in the beginning, the sense of sole responsibility can be overwhelming.

Do not expect the impossible. If you work full time, have realistic expectations about what you can and cannot do. Older children may even benefit from the increased self-direction required of them.

When there are more bills than money, it helps to acknowledge that this is the case and to work toward a solution. Work out systems for juggling the bills. Tell creditors they must wait a little longer. Most important is not to let troubles accumulate before doing something about them.

No matter how great your parental and work responsibilities, it is crucial to find balance in your life. Total devotion to children, while admirable, can produce a barren life and resentment by your children, for whom so much is being sacrificed. A life entirely devoted to responding to the demands of others, even one's children, can be more than most of us can bear. To make your life work, you must give yourself time off and pay attention to your own needs.

It may be useful to take breaks during the evening when you are not at your youngster's bidding, especially 10 or 15 minutes after supper to relax. Some single parents require that their children give them time when coming home after work to catch their breath before confronting them with their needs.

Advice for Single Working Parents

- Be prepared to ask for plenty of help. The hardest part may be learning to ask.
- Make provisions for your children in case of your illness or death. The best answer is to draw up a will and name a responsible friend or family member as guardian.
- Remember that recreation is a necessary balance to the responsibilities of your life.
- If your child is to develop any independence, you need the feedback of an objective outsider, like a pediatrician, to point out developmental issues as they arise.
- Do not be afraid to discipline your children. Rather, view it as a form of giving and caring in your relationship.

Making Room for Baby . . . Finding Time for Yourself

New mothers typically have less time to spend on themselves and their appearance. This can be an especially difficult adjustment for a new mom who's been accustomed to taking time each day for a skin care and makeup regimen. At this hectic time, grooming oneself becomes a luxury, but for a new mother heading back to work, image and appearance are as important as ever. Fortunately, there are ways to "sneak" a little healthy, personal pampering into an already jam-packed schedule. The benefits are emotional as much as they are physical!

Beauty and Health

New moms (especially working moms) need versatile looks that are quick and easy to achieve because time is scarce for even the most basic grooming regimens. Here are some time-saving shortcuts and advice designed to make your life a little less hectic in those first few months.

- Don't be distressed when you lose a lot of hair soon after the baby's born. Remember that the hair you lose postpartum are the 100-hairs-per-day that you would have lost anyway. The hair loss is just more visible because they seem to fall out all at once. Perhaps it's time for a new hairstyle!
- Many basic beauty and grooming items can be found right in baby's nursery. Products such as petroleum jelly, cotton swabs, and gentle baby soap save time and money by offering a multitude of beauty benefits for mom too:

  Pure petroleum jelly—Vaseline™ petroleum jelly, for example, is great for baby skin care, but mom can also use it as lip balm, moisturizer, or even eye makeup remover in a pinch.
  Cotton swabs—Look for only the purest, safest cotton swab for cleaning baby's outer ear, nose (if there's excessive nasal mucus), and other hard-to-reach places. Q-tips™ brand swabs have an extra cushion of 100 percent *pure* cotton at the tip and a tight weave of cotton to help prevent irritating fiber from staying behind after use in delicate areas such as the eyes. Cotton swabs are ideal for application of ointments or creams to cuts, scrapes, or skin irritations.
  Gentle laundry detergent/wool wash—You'll want to use only the most gentle, nonirritating detergents on baby's clothes—and your own—to keep delicate skin comfortable.
  Gentle baby soaps—Often glycerin-based, baby soaps are gentle and nondrying, so they're perfect for baby's delicate skin as well as your own. Baby shampoos are also perfect for a new mom's use.
  Cornstarch—Perfect to keep baby dry and comfortable, use it to keep you dry and refreshed all over. Sprinkle in shoes to absorb perspiration.
  Baby lotion/baby oil—These can double as moisturizers for you. Choose a gentle, fragrance-free formula to avoid smelling like baby powder. Use baby oil in the bath or after a shower to seal moisture in the skin.
  Unscented baby wipes—Great for cooling off and refreshing skin any time—and you can do without added fragrance.

- Stock up a six-month supply of your favorite, most-used beauty products shortly before the baby is born. You won't find time to shop for luxury items in the first few months.

- Even if you don't have time in the mornings for a complete breakfast, at least have a bowl of whole grain cereal or a bran muffin with some orange juice.
- Wear paler shades of peach, pink, or beige nail color in the first few months—chips are less noticeable, so nails require less maintenance.
- Practice doing French braids on your own hair before the baby's born. It's a great "new mom" hairdo that's pretty and practical. Also, keep lots of hair accessories, scarves, and elastic bands around to put hair up in seconds.
- Having a new baby means learning to accomplish many everyday tasks using one arm while you hold a fussy baby in the other! Try this one-handed makeup idea: Glue makeup containers to a flat, portable surface (artist's palette or other flat board). Even mascara can be glued down in an upright position!

The At-Home Spa Experience

Postpartum, personal pampering and beauty may be the last thing on your mind. And while time-saving tips are necessary for a new mom, it's important to take time out for yourself once in a while to enjoy relaxing beauty rituals that refresh, revive, and renew. You can achieve professional results without sacrificing time or the expense simply by *converting your shower into a spa!* Here's how, step by step:

1. Organize a tray of beauty essentials and keep it handy by the bathtub or shower. Include: hand mirror, tweezers, safety razor, pumice stone (to smooth away calluses), and manicure essentials.
2. Because the heat and moisture will open pores, this is a good time to do a facial or painlessly pluck eyebrows. Following a facial, massage the face using long, soothing upward strokes around eyes, forehead, across eyebrows, and under chin.
3. Shave legs and underarms with a rich, moisturizing shaving lotion instead of drying soap.
4. Use a gentle Q-tips™ cotton swab to push back cuticles on fingers and toes after they've softened, and apply a moisturizing cuticle remover.
5. Use a gentle body scrub to slough away dry skin and leave a glowing complexion, head to toe. Rub gently on skin in a circular

motion with a washcloth or loofah mitt. Rub feet and other rough spots, such as elbows, with pumice stone to smooth calluses.

7. Apply a deep moisturizing treatment to hair and let it penetrate under a shower cap. If you've taken a bath, finish by standing under the shower for a final rinse. Rinse hair with cool water to flatten cuticles of the hair shaft, leaving a healthy shine.
8. Immediately after the shower or bath, pat skin gently with a towel, leaving it slightly damp. Finish with a rich cream to seal in moisture the skin has absorbed.

Tips on Postpartum Fashion

What to do? Your protruding belly is gone, but you can't quite fit in your old jeans. Time is scarce in the morning so you need versatile separates that can be mixed and matched. You're exhausted in the evening so you want easy-to-care-for clothes that require little or no ironing. There are a variety of factors to consider for postpartum dressing:

- First, have a couple of spirit-lifting nightgowns with you at the hospital. Your appearance may be of little concern at that time, but when visitors come, you'll want to look presentable. Or, you may want to quickly throw a fancy robe over the hospital gown when company comes.
- Don't forget to keep nursing pads with you when nursing. These little blotters, placed over nipples, soak up leaking milk that would otherwise leave unsightly stains on clothes.
- In the first weeks home with your baby, it will be tempting to wear only pajamas, especially if you must stay in bed for a period of time. If you do wear pajamas, be sure to change into a fresh pair every day to make yourself feel better.
- If you're shy about postpartum weight, don't attempt to hide under oversized clothing. Well-fitted, comfortable clothing will make you look best.
- If you'll be working at home after the baby's born, *get dressed* each morning. It may be tempting to go about your business in your bathrobe (after all, *who's* looking?), but you'll spend the first hour or two feeling sluggish. Psychologically, changing into fresh, neat clothes is a boost that helps you begin your day with energy.

- Also, if you work at home, or have your baby in nearby child care, opt for separates rather than one-piece outfits so you're prepared to breastfeed at any time. Even if you don't breast-feed, your baby will be soothed by hearing your heartbeat and will benefit from skin-to-skin contact. A one-piece outfit serves as a barrier between you and your baby.
- Why make more work for yourself? Choose fabrics that require minimal care—easy knit separates, machine-washable clothing, wrinkle-free fabrics that don't need ironing. Look for cotton-polyester or cotton-acrylic blends. Materials such as rayon or linen, on the other hand, are high-maintenance and should be dry-cleaned.
- Travel to work in flat shoes or sneakers and keep a couple of pairs of pumps in the office. Why add extra weight to your bag by carrying shoes to and from work? Keep an extra pair of basic black hose in a desk drawer in case you get a run.
- What to do when you're really running late and having a bad hair day? Keep lots of hair accessories on hand—decorative bows, clips, and barrettes—and just put your hair up. Otherwise, wear a nice hat to the office and carry a few hair accessories in your bag.
- Keep an inexpensive, versatile pair of earrings in your bag or desk drawer. On especially crazy mornings, this accessory is one less detail you'll have to worry about.
- Babies like to pull on pendants and earrings and can get poked by pins. Select jewelry carefully or wear none for a while.
- Babies are stimulated by bright colors. Vivid, cheerful colors are also a great pick-me-up for you!
- Monochromatic outfits are a great choice on busy days. They save time because you don't have to put an outfit together, and the look can easily be changed with bold scarves, different shoes, hats, jewelry.
- For a working mother, the day doesn't end at 5 P.M. There may be meals to prepare, and children and a home to take care of. Once in the door, change clothes right away to help make the transition from your professional life to your personal life. Physically changing clothing helps you mentally "leave the office behind."

Getting Back in Shape

Plan to get back into shape in only a couple of months with an active exercise program. Although you may be exhausted from all the activity involved with mothering and returning to work full time, you need to tighten up the perineal and abdominal muscles that have been left sagging by pregnancy.

If you don't overdo it, you can begin a postpartum exercise program within 24 hours after a normal vaginal delivery. If you have had a cesarean or a traumatic delivery, check with your doctor before beginning.

1. If possible, join a class for new mothers or buy a postpartum exercise book.
2. Begin each session with the least strenuous exercise as a warm-up.
3. You can mother while exercising; let your baby lie on your chest.
4. Do the exercises several times a day briefly, rest between them, and quit before you feel tired.
5. Try to find time for an exercise or aerobic dancing class or a sport you can participate in for a few hours each week. Squash, tennis, and racketball are good because they provide vigorous exercise but don't take too much time.

An exercise program will not only keep you in good physical shape, it will give you the vitality you need to handle your varied responsibilities.

Be aware too that there are endless opportunities to nibble when you are home all day, and a tendency to console yourself with food if you are feeling overworked or out of touch. The time to take control is upon returning home. By proper dieting, women who gained 25 pounds or less should be able to lose the weight within six weeks. If you are nursing, you need to follow a slower, steady weight-loss plan.

Your Relationship with Your Husband

Time with your man must be guarded jealously and, in some cases, planned for as if it were an important meeting with a client. Once parents are caught up in the circus balancing act called "having it all," time alone together may seem the only area unstructured enough to be replaced with a household chore or business task. If this gets to be a habit, your relationship may sour.

In the United States, almost 50 percent of all marriages end in divorce. To avoid becoming part of this unsettling statistic, be wary of falling into dreary patterns of inattention, boring sex, thoughtlessness concerning your husband's needs—marriage burnout.

One marriage counselor described burnout as having reached a point "when you don't care what the other person is doing, or you get annoyed at every little thing, or you don't want to share your life with him or her anymore, but hold back, keep big chunks of you to yourself. Then the marriage is dead."

To keep the marriage alive and well, you need a balance of contentment in your work and love and commitment in your marriage.

Keeping Romance Alive

- Find some quiet time to regain perspective.
- Take a weekend off without the kids.
- Get a baby-sitter.
- Go to a hotel and renew your physical relationship.
- Plan time alone on a regular basis and make it a top priority.
- Don't vacuum or do your sales figures during your "alone" time.
- Go to a museum, take a walk in the park, play tennis, sit in a cafe and watch the world go by.

Time together, communication, goodwill. These are the basis of a stable relationship.

Researcher Ayala Pines agrees. She says, "There's been a lot of talk about personal growth in the last few decades, but if you get so involved in your own thing, you fly off in separate directions, and then you say, 'So why stay together? We share nothing.' "

Relationships have to have what I call "roots and wings." The roots represent security and commitment, the wings personal growth. One is not enough without the other. You need both.

Guidelines for Motherhood

Some women adapt to being working mothers with the greatest of ease. Others need time to adjust to their new roles.

If after a few months you still cannot find a comfortable fit between family and career, you could be expecting too much of yourself in both areas. Career women with young children rarely live in picture-perfect homes or give elegant dinner parties. We have been known to pull pacifiers out of our briefcases at meetings, and to be 20 minutes late for work because our caregiver got stuck in traffic.

Work hard but don't push yourself over the brink, and don't lose your sense of humor. Be realistic about what you can and cannot do. If you stop making perfection your yardstick, you may find that your job and your family life are compatible after all.

Supreme Court Justice Sandra Day O'Connor, former U.N. Ambassador Jeane Kirkpatrick, and Vice Presidential candidate Geraldine Ferraro took time out from their careers while their children were young and it obviously did not impede their success.

Whether you return to work full time or part time, you will have to strike your own balance between career and family. It takes quite a bit of determination to do two jobs well.

Finding Balance Between Work and Family, or . . . How to Raise Happy, Healthy Kids

- Have a sense of humor; be patient, flexible, and open to change.
- If there's a man at home, actively involve him with the children.
- Find the best caregiver you can (your children are your most precious asset).
- Spend time with your child—the kind that says he/she is the most important person in your life at that moment.
- Keep Saturdays and Sundays for the family.
- Buy a two-year calendar and pencil in the important dates in your children's lives; then try to plan your time off around them. (If something comes up at the office, just say, "I'm sorry, I'm already committed. How about another time?")
- Know that love and warmth are the most important things you have to give at home.

Calendars for Weeks Forty-one to Fifty-two

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY	FRIDAY	SATURDAY
Lunch	*Lunch*	SUNDAY

Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

FRIDAY

Lunch

SATURDAY

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Notes:

Month ____________________

MONDAY	TUESDAY	WEDNESDAY
Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

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Month ____________________

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Lunch	*Lunch*	*Lunch*

Notes:

Week ____________________

THURSDAY

Lunch

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Lunch	*Lunch*	SUNDAY

Notes:

Changes and Challenges

THE TWO-PAYCHECK family is making new demands on the corporation. With both parents involved in family and work life, the corporation must consider new, flexible approaches to management—if it wants to recruit and retain top performers. A greater appreciation of the importance of family life to American workers is prompting more and more employers to consider policies on parental leave, child care, flexible work schedules, and cafeteria-style benefits. Despite a growing awareness of the need for programs to help working parents, only one-tenth of 1 percent of all U.S. companies—or an estimated 5,600 businesses—have formal programs to assist employees with their child-care needs. When other, more indirect forms of support, such as free access to child-care information services and tax breaks, are taken into account, the number of companies dealing with these issues increases dramatically: about 60 percent of major corporations and some 10 percent of smaller businesses. Likewise, impetus for significant change seems to be gaining momentum in the courts and Congress.

Positive Response by Clinton Administration and Congress

With the care of a burgeoning number of the elderly and children falling on working mothers, many of whom are single parents, the United States must develop realistic home-care policies. But historically, family-friendly legislation has not been a priority of the U.S. government and interest in it has been divided down political party lines.

Family life did not fare well during the 12 years of the recent Republican administration: President George Bush vetoed a parental leave bill twice during his term in office. It was not until the inauguration of President Bill Clinton in 1993 that the Democrats had enough power to pass the Family and Medical Leave Act.

This new federal legislation requires companies with more than 50 employees to give workers up to 12 weeks of unpaid leave after childbirth or adoption. The law also mandates leave to care for a child, spouse, or parent during a serious illness, or for an employee to deal with her or his own medical problems. Employers are required to continue workers' health coverage while they are on leave and to return them to their positions when they report back to work.

While the 1993 Family and Medical Leave Act is a step in the right direction, it covers only 5 percent of all U.S. businesses. According to the Small Business Administration, the 95 percent of businesses not covered by this law employ 27 percent of the nation's civilian work force—or about 25 million people.

Still, the law is expected to ease the burden of millions of workers who need to take time off temporarily to care for a newborn or a newly adopted child, or to deal with a serious family illness. It is estimated that 150,000 workers lost their jobs in 1992 because they were not covered by family leave legislation.

As more employees take advantage of the new family leave bill, more employers are expected to embrace it as a sound business policy. Estimates suggest that the Family and Medical Leave Act will cost U.S. employers about $674 million the first year, due to increased health insurance costs. By comparison, studies of states with existing family leave provisions have found that the cost of replacing a worker is three to four times greater than the cost of providing family leave.

As of August 7, 1993, the Family and Medical Leave Act mandates that:

- Companies with 50 or more employees within a 75-mile radius will be covered by the law, which applies to for-profit companies, nonprofit groups, and all governmental organizations.
- Employers are required to offer workers up to 12 weeks of unpaid leave following childbirth or adoption, to care for a seriously ill

child, spouse, or parent, or in the case of the employee's own serious illness.

- Employers are required to continue providing their employees with health insurance during family leaves.
- Employees are guaranteed that they will resume their same jobs or be given comparable positions when they return to work after family leave.
- Employees can exempt the highest-paid 10 percent of their workers, for whom family leave might harm the company financially.
- Employers can deny this leave to employees who have worked less than a year and fewer than 1,250 hours, or 25 hours a week, in the previous 12 months.
- When practical, employees are required to provide employers with 30 days' notice for birth, adoption, or planned medical treatment.
- A doctor's certificate must be presented to verify a serious illness. The employer is granted the right to require a second medical opinion.
- A qualifying condition is defined as the need to care for an ailing family member, or the employee's need for continuing care and inability to perform his or her own job.
- Employers can substitute an employee's accrued paid leave for any part of the 12-week family leave.
- Employers are allowed to restrict couples employed at the same place to 12 weeks total leave per year.
- Workers on family leave are prohibited from collecting unemployment or other government compensation.
- Employers are allowed to ask an employee to reimburse them for health insurance premiums paid by the company during the employee's leave if she or he does not return to work.

Positive Response by Corporations

Even before the government mandated the 1993 Family and Medical Leave Act, many employers were sensitive to the need for family-friendly benefits and unwilling to impose practices that force women to choose between job security or career advancement and a satisfying family life. IBM, Avon Products, and Procter & Gamble, for example, rank among the Fortune 500 corporations that have established programs to support the lifestyle demands of the growing female work force.

The rewards for such employers: a more dedicated, loyal, and productive work force with reduced turnover and absenteeism. A random sample of IBM employees in 1992 found that work/family programs ranked 12th out of 16 factors in their decision to come to work for the company, and sixth in their decision to stay on with Big Blue.

Leading companies have implemented creative programs and practices to support employees' needs concerning child care, elder care, pregnancy benefits and parental leaves, flexible benefits, and restructured work schedules. Between 1990 and 1993, at least a dozen major corporations established multimillion-dollar development funds to improve and expand child-care choices in cities where they have sizable work forces. Similarly, many organizations have integrated research and educational initiatives that ultimately have a positive impact on the bottom line.

Across the country, dozens of companies are pooling resources to develop communitywide solutions to employees' work/family concerns. The largest such venture is the American Business Collaboration for Quality Dependent Care, an enterprise that involves 109 companies and 28 public and nonprofit organizations that have pledged to invest $25.4 million in 44 communities. Launched in late 1992, this venture aims to finance 300 child- and elder-care projects over the next two years, ranging from the construction of new daycare centers to the creation of innovative after-school and vacation programs for older children.

One of the most successful programs instituted by some companies is a referral service that provides counseling to parents in search of reliable child care. The Conference Board reports that approximately 500 corporations nationwide offer this service, which can take a variety of forms.

In a dramatic attempt at community outreach, the BankAmerica Foundation of San Francisco sponsored the work of child-care agencies throughout the state, who trained and then helped get licenses for 230 new child-care workers, ultimately providing care for more than 1,000 youngsters. The care given by trained workers may be either in their own homes or in daycare centers.

At one time, it seemed as if onsite daycare was going to be the answer for working mothers. The Campbell Soup Company made an early attempt, contracting with Kinder-Care and then with Child Care Management Services to operate a facility at its headquarters in Camden, New Jersey. Campbell subsidizes 50 percent of the child-care fees at the center. Gordon McGovern, Campbell's former president, said the center is "enormously successful," and "we started hiring people that we couldn't hire before, because they were able to bring their children to the center."

Other corporations—Corning Glass and Merck & Company, for instance—have established onsite centers, too, with mixed results. These centers are very expensive to operate, and sometimes cause resentment from employees who have no need of them. Parents seem wary of institutional care, and less than 10 percent of employees use it at any one time.

Parents seem to prefer programs that provide open options: They receive financial aid, or perhaps counseling, from the employer and can choose their child-care system themselves. For instance, Baxter Travenol Laboratories provides subsidies to be used at two nearby child-care centers. About 70 of their 2,000 employees have taken advantage of the benefit, which offers a savings to the employee of almost $800 a year.

Family day care is another option being investigated by some corporations. This is a system in which a neighborhood person will care for children in her own home. Companies may provide training for these people and set up an information service describing their availability. The Southland Corporation in Dallas, for example, coordinates caregivers and parents, while the American Express Foundation in New York City has contracted with Child Care, Inc., to provide referrals to their employees.

Efforts by Corporate America Still Fall Short

From the CIA to the Marriott Corporation, employers are recognizing the need to ease the burden of working parents. And while some companies have created progressive and comprehensive child-care programs, on the whole, such efforts barely begin to meet the needs of many working mothers. For instance, even when onsite day care exists, many employees cannot take advantage of these services because their work schedules do not mesh with those of the center. Another example: Companies may pay for portions of maternity leave, but do nothing to enable parents to have flexible schedules or days off to care for a sick child. The majority of parents have to make arrangements as best as they can. According to a recent study by the Families and Work Institute of New York, only 19 percent of the 188 largest companies in 30 industries had comprehensive family programs for employees; 46 percent had no child-care or family programs and viewed the problem solely as a women's issue.

Parenting Your Parents

Often children aren't the only family members working parents have to look after. Because people are living longer and healthier lives, many of us can expect to also undertake the care of our parents as they grow older. This can be especially challenging if you are coping with the demands of young children and a growing family.

As parents age, your relationship with them changes. The shift of who's dependent on whom can occur gradually and naturally—or be brought on suddenly by the death of one parent or a serious illness or accident. There is little you can do to anticipate the exact moment—often there isn't one—when your parents' needs will become a greater responsibility in your life. But you can take some steps to prepare for this major transition.

The most important step is accepting that it may well happen. Recognizing the need for this transition may simply be a matter of listening a little closer and watching a little more attentively for significant changes in your parents' lives. For example, are they going out less with friends, missing church more often, not answering the phone? Such deviations from usual behavior can signal significant physical or lifestyle changes. Not going out as much could mean that driving has become a worry, or a sign that many of their friends are ill or deceased. Not going to worship services, if that was once an important activity, might be a sign of depression. And not answering the telephone could be the result of hearing loss.

By noticing such problems, you can help your parents adjust to their changing lifestyle and possibly prolong their independence. Casually ask if they are comfortable driving at night. If not, find out about cabs or driving services in their area and, if possible, offer to pick them up for family events. Or you might speak with someone at their church to see if a ride to services can be arranged. For hearing problems, you can arrange an appointment with a specialist, but also helpful are telephones equipped with special lights, bells, and amplifiers for the hearing-impaired.

Help from Your Employer

You may even be able to turn to your employer for help when aging parents become a concern. In March 1990, Stride-Rite opened the first intergenerational daycare center at its corporate headquarters in Cambridge, Massachusetts. This program, which serves both children and elders, has become a boon for Stride-Rite employees who have to care for both their children and their aging parents. The two age groups have separate activity areas and different educational curriculums, but share dining and kitchen facilities and a library. The older people read to the children, tell them stories, and take them for walks around the facility. By all reports, this unique day-care center has been a success in caring for these two disparate groups while Stride-Rite employees are at work. The best bonus: the caring friendships that have developed between the youngsters and the elderly.

Caring from Afar

Many of us face the dilemma of trying to care for our parents while living and working in cities far from their homes. The long-distance child must make particular adjustments. For example, the regular Sunday-afternoon phone call may no longer be enough contact to know accurately how your parents are doing. Calling at different times—in the morning and late afternoons during the week, for example—may give you a more true read on the situation. If your parents are reluctant to tell you about their difficulties, it's easier for them to sound cheerful and in control during a routine call than in an unexpected one.

One of the most important things you can do as a long-distance child is to become familiar with the resources in the community where your parents live. You'll want to keep telephone books for the area on hand, and it's a good idea to have the telephone numbers of your parents' friends, doctors, neighbors, and emergency services. You might also think about getting mailings from your parents' church, local community group, and any senior citizen agencies to help you keep up with services that might be of interest to your parents. This is a good way to let your parents know you're interested in their activities.

New and Better Benefits for Working Parents

The diverse needs of today's working parents require innovative measures that recognize the challenges of contemporary family life. One way corporations have responded is to offer flexible or "cafeteria-style" benefits. Such programs allow employees to select from a range of options and tailormake a benefits package that suits their family situation. While the workings of such programs vary from company to company, one thing is certain: Cafeteria-style packages that offer a menu of benefits to choose from are ideal for working parents.

Typically, the company offers a stated dollar value of benefits they are willing to pay for each employee. You then create your own benefits package by selecting the services and coverage you most need. One advantage of such packages is that couples may actually receive a wider range of benefits simply by eliminating duplicate coverage from their respective employers. Sometimes you can trade health coverage for additional child care or dental insurance, or opt for additional sick days or more vacation time.

American Can is one proponent of flexible benefits, allowing employees to choose from among a core group of health, life, and disability insurance as well as vacation time, retirement, and dependent-care benefits. These optional benefits can be "bought" with flexible credits that are based on a $900 contribution from the company plus a percentage of an employee's pay that is calculated according to years of service.

Rethinking the Corporate Life

The customary climb up the corporate ladder is rapidly becoming a thing of the past. Though the reasons for this evolution are complex, one happy consequence has been a willingness by corporate America to rethink traditional notions of work and productivity. No longer able to provide the prestigious, high-profile perks associated with the proverbial corporate climb, many employers are looking for alternative ways to reward valued employees. Greater flexibility is one such reward.

Working Hard or Hardly Working

Management typically has placed a high value on "facetime"—regardless of output, if you were at your desk shuffling papers for 40 hours a week, then you were doing your job. Yet anyone who's ever walked through a large office and witnessed employees doing the crossword puzzle at their desks, or playing solitaire on their word processors for an entire afternoon, or chatting on the phone for hours recognizes that many employees are simply "putting in time."

Time spent at a desk does not equal productivity. But for many years, the facetime management mind-set was pervasive in American business. Only recently have ideas such as part-time schedules, flextime, and job sharing been put into practice in noticeable numbers in major corporations. Even more noteworthy, these nontraditional approaches seem to be taking hold in the professional ranks.

Part-Time Work

Many couples with children are finding that part-time work is the best solution for balancing time between raising children and earning money. Part-time employment can be ideal for fast-track women who want to be at home during the children's early years yet don't want to disassociate themselves completely from the job scene.

Consider the experience of former Citibank vice-President and Harvard Business School graduate Beverly Benz Treuille. A Citibank employee for years, she worked approximately 21 hours a week for more than six years—during which time she took two maternity leaves. "I very much believe," says Treuille, "that you can have increasing career growth and significant management responsibilities despite a part-time schedule." Treuille's career in finance at Citibank included research, management, and consulting assignments. She does not believe that her contribution or accountability in any of these areas was diminished because of a curtailed work schedule.

Parents who work full time often worry about the hours spent away from their children. Mothers who stay at home full time often worry about the time lost from a career. Staying involved in your career on a part-time basis prevents "résumé gaps" and enables you to gain exposure to those who will make future hiring decisions and stay abreast of technological advances. There are also the less tangible benefits of having exposure to the outside world and other adults.

Many working moms begin selling Avon products after learning about the opportunities and flexibility available in a sales career. Pamela Cook of Charleston, West Virginia, had worried that lack of a college degree as well as her family responsibilities would prevent her from finding a job. She began selling Avon products in her hometown after her sister, an Avon representative in California, suggested that it might be the solution to her financial and personal needs. Cook has flourished in a career that fits her own needs: "Because of what I earn, my quality of life is so much better. My children have benefited in many ways as a result of the additional income. I have a beautiful home and my husband is very proud of me."

A family is in the ideal situation when one partner has a secure job that provides solid benefits and salary—which relieves the part-time worker from the need to have a job with health and related benefits. Realistically, many people don't have this flexibility. If you do, count yourself lucky and think about whether part-time work might help your family get through child-raising with the best combination of time and money.

Part-time employment comes in many variations, which should be considered in light of the nature of your work and the other demands on your time.

- If your position is based on a fund of experience or knowledge, rather than your physical presence at all times, you may be able to switch to part time and keep your current job.
- As a *permanent* part-time worker, you do not work a full week, but your days or hours are predetermined and you usually give your employer the equivalent of three or four full days. You are normally entitled to benefits, and can switch back to full time with relative ease.
- Even more flexible is an arrangement that allows you to accept part-time occasional assignments as your schedule permits. For example, a lawyer might be hired on a case-by-case basis, or a doctor or nurse

might fill in for vacationing permanent staff. While this type of part-time work affords maximum flexibility, you give up the assurance of a regular paycheck and the benefits available to a permanent employee.

- When considering part-time work, be sure that the job really can be done in the time allocated. Many women find themselves with part-time salaries and full-time jobs because they work late, take home work, and go to work on days off!

Workers in many fields have managed to take advantage of part-time schedules: secretaries, educators, researchers, artists, editors, librarians, accountants, and bankers. If part-time work seems suitable for you, here are some pointers worth remembering:

1. If you have a part-time arrangement with your company, *stick to it!* Your clients, co-workers, and boss need to know when they can count on you. If your daughter's school play falls on a workday, you may find yourself *less* able to take off an afternoon than a full-time employee.
2. Likewise, stick to your guns about really not working on your days off. And don't commit to an assignment requiring full-time effort. You will end up working a full-time job for a part-time salary—which can be really stressful. You chose part-time work because you needed the time for other activities or responsibilities. Don't waste this sought-after opportunity.
3. Be prepared for a less-than-enthusiastic response from co-workers of both sexes. To some extent, part-time employees are threatening to those who would like to work part time, but can't for financial or career reasons. Men and women are equally capable of trying to undermine your decision, just as men and women are equally capable of wanting part-time work. You may be teased about taking it easy or dropping out, and if you are a man, about wearing the apron strings. The best responses to colleagues' comments are a sense of humor and a strong work ethic. Remind people that you've chosen what's best for you.
4. Be realistic about the possible effects of a part-time stint on your career. If you are determined to become the president of the company, realize that any move to cut back hours may influence promotions and raises. On the other hand, if part-time work allows you the flexibility to be both a happy parent and a fulfilled worker, your overall career may benefit from your personal satisfaction. You

might be preparing yourself for another career pattern. What better person to help a company move into the flexible future than one skilled in the practical application?

5. Don't sell yourself short. Being a part-time worker does not mean that your skills are less valuable. Don't think that since you are *just* part time you are less needed or less important. Be sure to work your assigned hours, and be especially careful to get all work done on time. This is another chance to show your professionalism.
6. If you cut back to three days a week, don't automatically assume that you should only receive 60 percent of your salary. If you are really doing most of the work of a full-timer but more efficiently, you may be able to do better than a straight percentage cut.

Flextime

Flextime is an option in which employees work full time but are permitted to choose alternative hours of arrival and departure. In some companies, there are "core" hours when all staff are expected to be on the job.

Both Pitney Bowes and Transamerica Occidental Life Insurance offer flexible workdays. At Pitney Bowes, employees can accumulate hours in order to take off full days, the only stricture being that no one is permitted to work a four-day week regularly. At Transamerica, employees may start their workday any time from 7 A.M. to 9 A.M.

If you're thinking of trading in the traditional 9-to-5 day for an alternative work schedule, here are key considerations:

- Flextime can be ideal if you want to be at home when your children arrive from school. Even tiny children can get themselves ready in the morning with a little help from Dad if your schedule requires you to leave at the crack of dawn. By the same token, you'll be free in the afternoons to take part in your children's lives by becoming a Girl Scout leader, for example.
- Late hours suit some schedules. If you're an avid horseback rider, free time in the morning may be important. Parents of teenagers often find their children aren't home until late anyway, so it may make sense to adjust to teens' late-to-bed/late-to-rise lifestyle.
- Another version of flextime allows an employee to work shorter hours one day and make up the time the next. Perhaps the idea of working a

10-hour day for four days a week appeals to you. Many companies are having great success with giving employees the flexibility to set their own schedules.

Job Sharing

Job sharing is another variation on part-time work. Typically, two people divide the responsibilities and hours of one full-time job. Two central considerations with job sharing are whether:

- being available is important in your position. In some positions—for example, a salesperson or receptionist—each person can work half time, with one starting when the other ends.
- your job requires follow-up and sharing of ideas. Close cooperation between job-sharers is necessary in such situations. Typically, each person would work three days, with one day of overlap. (Or, if you both want to work a part-time schedule every day, one hour of overlap is shared.) This type of sharing is suited to managers of people or products, teachers, librarians, and clergy.

Regardless of the particular job-sharing arrangement you work out, one thing is essential: You must be able to get along well with your partner. Your work will reflect on each other, and you will surely be required to patch up each other's blunders or rush to catch up each other's projects from time to time. Mutual respect and cooperation are critical to the success of job sharing.

Advantages of Large Corporations

There's a lot of talk these days about "domos," the *downwardly mobile*. You may have read articles about people quitting their jobs, cutting back on their hours, and learning that they can only get so much gratification from an expensive foreign car. These reports tend to share something else in common: One of the working partners in the scaled-back partnership is usually described as "happy as a corporate attorney" or "partner in a downtown financial company." It's a lot easier to scale back when one of you has a job that provides health insurance, a pension plan, savings programs, and, occasionally, health clubs, sabbatical programs, and tuition reimbursement.

Working for a big company can be a tremendous benefit in balancing your life and there are many advantages to corporate life. For one, working for a well-known company brings instant respectability to your résumé. There are usually excellent job opportunities and a great deal of room for career advancement in large corporations. Big companies can offer strong training programs in many fields, and you will frequently be working with some of the top talent in the country. In addition, there's the fun of working in an environment that offers up-to-date office equipment and has the resources to keep everything running. It is easier to be efficient with the aid of mailrooms, corporate expense accounts, and technical backup. If you've ever tried to copy, collate, and assemble a 40-page report with graphs, you'll appreciate the copy machines that do everything but write the report for you.

The downside to working for a large company depends a lot on the personality of the individual employee. Internal politics and procedural red tape (such as filling out two forms in triplicate in order to get a calendar for a new employee) are more stressful to some of us than to others. Some people feel that large companies are impersonal and that it is difficult to have full control over a project. Once again, balance is best achieved by knowing both what you want and what environment works best for you. For many people, internal politics are easily tolerated because of the excellent benefits.

As large corporations adjust to the needs of contemporary family life, more and more employees are being given the option to adapt their work loads and schedules, and sometimes even redesign their jobs, to accommodate their child-care needs without jeopardizing their benefits. Work reforms are increasingly becoming a reality and big companies, because of the size of their work forces, are among the early advocates.

Advantages of Medium- and Smaller-Size Companies

Perhaps the best thing about smaller companies is the opportunity to know everyone, from the president to the night security guard. For many of us, small companies provide the opportunity to know our company's product or service from start to finish, as opposed to having our involvement limited to one small piece of the whole. If you like being involved or at least in touch with every part of a company's operation, look for opportunities in smaller firms.

Another possible advantage in a company with fewer employees is a chance for more flexible financial incentives as well as tailored benefits programs and incentive plans. Smaller companies are also excellent learning grounds if you have entrepreneurial ambitions. The experience of working for a successful small business is invaluable for your own venture. Take the opportunity to learn how the financial system is set up, when the bills get paid, what the budget looks like. Pay attention to the office equipment and try to become involved in the decisions surrounding purchases of computers, copy machines, and phone systems.

On Your Own

Sometimes the only way to make your work fit your life is to become your own boss. Again, there are many variations on this alternative, but all require an entrepreneurial mind-set and a willingness to take responsibility for every aspect of your employment, from the hours you keep to the benefits you're able to afford.

Temporary Work

Office temporaries, substitute teachers, and seasonal help in stores all enjoy the ability to decide when, where, and how much to work. Moreover, in today's economy, opportunities for highly skilled and professional temporary workers are increasing as companies downsize permanent staff to keep costs at a minimum. If you are considering this option as a way to balance your life, here are some of the pros and cons.

- If you have good office skills—you know word processing, for example—temporary work is typically easy to come by and you may have a great deal of flexibility in choosing your assignments and schedule.
- If you have the connections to find your own temporary assignments, you can avoid the fees claimed by temporary placement agencies. For example, former employers might call you in to substitute for employees who are ill or on vacation, due to your knowledge of the company.

- Temporary work is a great way to explore careers. Not only do you get a bird's-eye view of a particular field, but you may very well meet people who will be in a position to help you in the future.
- It's a good idea to decide in advance how much you want to work and stick to your decision. Temporary teachers often find themselves so much in demand that the desired time off is more a dream than a reality.

Working at Home

Working at home has been a traditional benefit for writers, jewelry designers, tutors, and music teachers. Now, with the advent of the personal computer, modems, and fax machines, whole new categories of work are opening up. Computer programmers, bankers, architects, graphic designers, analysts, researchers, talent scouts, head hunters, and students can all work from home.

Consulting and Freelancing

If you have an acknowledged area of expertise, try consulting or freelancing. Former employers, clients, or others in your field can provide consulting contracts to suit your schedule and financial needs. Since you provide expertise to your employer without the cost of an office, benefits, and other overhead, you can expect to be quite well paid—at or above the level of an equivalent employee in many industries. Of course, you are responsible for buying your own benefits and for "selling" yourself.

Consultants and freelance workers must constantly market themselves and their services, and rejection is part of the bargain. If you can make countless cold calls and are not likely to be devastated by rudeness or rejection, freelancing may be the way for you to earn a living. Here are some key considerations for consultants and freelancers:

- It is best to join professional associations in your field and to make use of their business guidelines, contacts, legal resources, and business contracts.
- Never work without a contract or, at the minimum, a letter of agreement or purchase order. Almost every association will caution you to

always get 50 percent of your fee up front, before you begin a project, and another quarter of the fee when you are halfway through the project. (The reason for this is that corporations frequently take from 60 days to six months to pay invoices. The average time for an invoice to be paid is around 90 days.) Associations are also a great place to network to find out what the going rates are for other freelancers in your area.

- You'll need professional-quality business cards and stationery. You'll also want to engage a professional answering service, or subscribe to a voice mail service, or put a businesslike message on your telephone answering machine at home.

Your Own Business

If you start your own business, whether a mail-order firm, design studio, or dog-grooming salon, you are the boss and you can keep whatever flexible hours you want. You can even take the baby to work. As appealing as that may sound, be advised that you should weigh this option carefully.

- Most beginning entrepreneurs put in *much longer* hours than they ever did while working for a company. Be sure you're prepared for a great deal of work before launching a small business.
- Starting a small business entails a financial commitment that may strain your family's budget if you are not strict about setting limits and keeping costs down. Be realistic before you start investing your time and money in a new venture. Also, be prepared to call it quits before you are completely exhausted if it turns out not to be a viable business. Know how to cut your losses.
- If you are running your new business from your home, you'll need to create a professional atmosphere conducive to business. Screaming children in the background will not impress potential clients. Likewise, you'll need to present your enterprise in a businesslike manner with professional stationery and business cards, and a separate phone line. As soon as you can afford a computer, copying machine, and fax, take advantage of these timesaving tools.

Goal-Setting Strategies for Work and Home

Adding a new person to your life for at least the next 20 years means you're going to have to adjust your schedule because you'll want to spend as much time with your child as possible. Because babies can be demanding and time-consuming, you'll need to make the most of every minute in your day.

The key to managing time efficiently is to have a clear idea of what you want to accomplish—your goals—and then determine the relative importance of each—your priorities. The process of setting goals and priorities helps you make hundreds of choices about how you will use your time. You learn to focus on and accomplish the things that are most necessary, and maybe more importantly, you stop filling your days with inconsequential tasks that lead nowhere.

Set time frames for your goals and periodically revise them because your desires and ambitions naturally change over time. By adjusting goals to shifting life situations, such as the birth of a new baby, you retain control by determining what is most important to you and going after it. Setting goals is not an abstract task—there are practical steps you must follow.

1. *Focus on the present.* Your past offers a share of happy memories and a share of lessons learned. Your future promises some achievements and rewards, and probably some hard times. But it is the *present* that should be your primary focus—your life *now*. Think about what makes you happy and where your satisfactions lie. What do you want to eliminate from your life? Add? Change?

2. *Establish short-term, perhaps five-year, goals:* the work you want to do; the house or apartment you want to live in; the courses you want to pass; the trip you want to take. Then ask yourself what you have to do to get them.

3. *Write down your goals and strategies for achieving them.* This process creates a kind of commitment and makes them more real and achievable.

4. *Set goals that are measurable,* with a clear beginning and end. You might want to lose 10 pounds, accumulate savings of $25,000 as a down payment on a house or a condominium, learn French. Knowing when you've reached a goal makes the achievement even more satisfying.

5. *Set goals that are realistic.* If you have no chance of succeeding at one specific thing, cut it back to realistic size or leave it off your list. If you'll never be president of your firm, set your sights on vice-president. You're too old to try for your ideal of four children? Then raise your two in the best way you know how. Probably won't be governor? Tend to your law practice—you never know what will happen.

6. *Set a tentative time limit for the completion of each goal.* If you'd planned to take courses in library science, and three years have gone by but you haven't even registered, it's time to rethink that goal. Be honest. Maybe you really don't want to be a librarian. Maybe you like your job in the bookstore so much that you'd like to open one of your own someday.

7. *Don't be afraid to revise your list.* Review your progress often—perhaps once a month. Have you at least started on each project on your list? Learned to use your personal computer? Chosen new curtains for the dining room? Updated your résumé? If months go by and you don't make a start toward a particular goal, ask yourself if your timing and strategy are realistic.

8. *Goals that affect your family should be set together.* Your husband and older children will be important in setting both personal and family goals. If you're going back to school, they ought to feel that they had some input in this decision. Their lives will be changed, too—there will certainly be less of you to go around. If your goal entails major long-term change, try to imagine specifically what it will mean to your family.

9. *If you face serious resistance from family members, ease into your new project.* Enroll in one course until your spouse and children become accustomed to the idea of Mom hitting the books after dinner while they wash the dishes. Too much change may shake the equilibrium of your family and cause so much upset you'll never get anything done.

Delegation: More Time to Do What You Want

Every person has felt the frustration of having a million things to do and not enough hours in the day. Frequently when we fail to get things done, it's because we're overwhelmed by the task. If we can learn to break the big jobs in life into smaller segments, we can take advantage of a key management tool—delegation. To delegate means to pass on responsibility for a specific task to someone else. Dividing a big job enables you to distribute the workload. The overall job is still your responsibility, but the doing of the job can be shared.

There is no more efficient way to find time for yourself than to delegate, yet many people are reluctant to do it. On the surface, this may be hard to understand. Why would anyone refuse the opportunity to ease their burden, and get more work done in less time? Because *it isn't easy to delegate.*

Common reasons for failing to delegate include:

1. *Not wanting to lose control of a project.* A good delegator doesn't lose control. By dividing a project and assigning various aspects of the job, a person actually has a better understanding of the undertaking than if the job had been taken on single-handedly.
2. *Fear that authority will be resented.* Too many people are held back by their desire to be popular with colleagues. But people who work hard and manage fairly are not resented—they're respected.
3. *Not trusting other people.* If previous attempts to delegate have resulted in confusion and missed deadlines, some people may be reluctant to try again. They know that if they do the job, it will be done exactly to their specifications. But this is both a lonely and time-consuming philosophy. Delegating opens the way for new ideas and usually produces stronger results overall.
4. *Fear of being outclassed.* This is hard to admit, but a more common concern than most people realize. In business, some managers worry that a junior team member may outshine the boss. Instead of being threatened by a talented underling, pat yourself on the back for recognizing and tapping into the talent around you.
5. *Having to give up your favorite part of the job.* A successful sales manager probably started out as a crackerjack salesperson. Many people hate to leave the comfort of the part of the job they know is their strength. But remember, advancement means change.

Knowing What to Delegate

If your goal is to free up time, how do you decide which tasks to delegate? In their book *Don't Do. Delegate!*, James Jenks and John Kelly suggest that tasks that fit the following criteria are most often suitable for delegation.

- *Routine.* You know the task well and therefore can be a strong supervisor. In addition, because the task is routine you are setting up a system that will free up time every week.
- *Necessity.* These are the jobs that must be done but don't necessarily require judgment or discretion.
- *Trivia.* Like beauty, trivia is in the eye of the beholder. If you are in charge of plant maintenance you needn't supervise every air-conditioning repair, but you probably want to keep a close eye on the elevator inspections.
- *Specialties.* No one, especially in the information age, can be an expert on everything. Know when to hire outside help or tap into specific talent within your company.
- *Chores.* Think of chores as tasks that you do not like to do or things that you are sick of doing.
- *Pet Projects.* Think of that salesman who couldn't give up the route even though it was no longer the best use of managerial time. Look carefully at your favorite things and see if perhaps some of them can't be delegated. Your own enthusiasm will be a great motivation for your successor.

Saving Time at Home

The same techniques for freeing up time at the office can be applied at home. There is one difference, though, and it's a good one. You and your spouse are now the Chairman and CEO. The decisions as to what to spend time on are all yours. That sounds simple enough, but many of us don't take advantage of our authority. We have failed to adjust our expenditures of personal time to take into account the many additional pressures of our lives outside the home.

When we arrive home, instead of relaxing with our husbands and children, we change clothes and plunge into our second careers. In the majority of U.S. families, both partners have full-time jobs. In many other homes, there is only one full-time parent and that parent also holds down a full-time job. With parents coming home from work and facing yet another set of demands, it's no wonder that time off in the truest sense seems like only a dream. How many of your weekends are taken up by laundry, cleaning house, or other *tasks* that you feel need to be done in order to be happy with the way your home operates? By applying the same time-management techniques at home that work so well at the office, time off can become reality. Partners should look at their life away from the office to see if they have established priorities, taken advantage of delegation, and learned the value of saying no.

Just Say No

Learning to say no is the simplest way to control your time. It's so easy to become overcommitted by refusing to say no. By cutting back on your commitments, you are able to be more effective. Fewer commitments, especially the seemingly small ones, give you a chance to work harder on the things that matter most.

Yet many of us find saying no difficult because we want to be liked and we fear that by saying no, we will lose some of our popularity. We also say yes too often because it gives us a momentary feeling of power or it's a way to avoid a conflict or confrontation. Such situations arise daily: A representative from the Parent Teacher group at your children's school asks you to make 20 phone calls recruiting volunteers for the school fair; or your sister-in-law calls to invite you to Sunday dinner on the day you'd planned to do nothing; or an acquaintance is in town and wants to have lunch.

To increase your ability to say no, keep the following guidelines in mind.

- Say no immediately, before people can anticipate that you may say yes. Answers such as "I don't know" or "Let me think about it" only get people's hopes up. A delayed no increases the chances of animosity.
- Realize that you have a right to say no. You don't have to offer a reason every time you turn down someone's request.
- Offer your refusals politely and pleasantly. There's no need to be defensive—it's your right to say no.
- Offer a counterproposal if you think it's appropriate and the request is a valid one: "I can't sit in for you at the meeting this afternoon, Joe, but I'll answer your telephone while you are out."

If you can learn to combine setting priorities with an increased ability and willingness to say no, you will find that the overall quality of your life improves. Your time will be less splintered because you'll have fewer commitments. And the tasks you do agree to will be done more effectively and with greater satisfaction because you can concentrate your energies on the things that really matter to you.

Implications

A good support system is the single most important aid a woman must have to remain an effective employee. As we approach the year 2000, more single women are expected to enter the work force, bringing with them a dual agenda of career advancement and family harmony. In addition, the number of two-paycheck families will continue to rise, with the concomitant problems of division of responsibilities as each partner struggles with the demands of work and family.

The influx of women into the work force will be ignored by corporations only at their peril. With women making up half the work force, companies must understand that if these workers are denied access to real power, then corporate America will suffer a crippling dearth of effective leaders as we enter the next century. Ambitious, capable, creative women who perceive that the male establishment is unwilling to share its traditional power base are rejecting the corporate world in record numbers. The latest studies show that more and more women are starting their own businesses—and at a much faster rate than men. According to the National Foundation for Women Business Owners, more people are now employed by women-owned businesses than by the Fortune 500.

Congress, the courts, and the nation's corporate employers are at last recognizing that the contemporary family has been transformed into a new shape that the old laws cannot accommodate. And while only 5 percent of U.S. workers are expected to benefit from implementation of the 1993 Family and Medical Leave Act, it is hoped that this newest legislation will have an ameliorative effect on women in the American workplace.

Appendixes

Financial Planning Chart

	ESTIMATED COST	ACTUAL COST	TAX DEDUCTIBLE
My Doctor's Bills Amniocentesis Medical Tests			
Baby's Hospital Expenses			
Prenatal Care			
Maternity Clothes			
Exercise Classes			
Childbirth Preparation Course			
Medications			
Diaper Service or Disposable Diaper Supplies			
Baby Clothes			
Baby Furniture and Equipment			
Baby Nurse			
Child Care			
Pediatrician Fee			
Birth Announcements			
Health Insurance			
Household Help			
TOTAL EXPENSES			

Personal Medical History

	YES	NO	DATE WHERE APPLICABLE
Chronic Illness (Specify)			
Surgery			
Diabetes			
Allergies			
Genetic Disorders (Specify)			
Heart Disease			
Hypertension			
Drinking			
Smoking			
Previous Pregnancy			
Medications			

Family Medical History

PROBLEM	GRAND-PARENTS (SPECIFY MATERNAL, PATERNAL)	MOTHER	FATHER	SIBLING	SIBLING
Allergies					
Cancer					
Diabetes					
Hypertension					
Heart Disease					
Kidney Disease					
Congenital Disorders					
Multiple Births					
Stillbirths					

Other

Comments

Pregnancy Medical History

PROBLEM	YES	NO	WEEK OF PREGNANCY
Fatigue			
Nausea			
Vomiting			
Visual Problems			
Water Retention			
Urinary Problems			
Constipation			
Bleeding			
Anemia			
Other			

Foods I Crave

Foods I Can't Eat

Smells That Bother Me

Medical Appointment Record

Date of Appointment

Month/Week of Pregnancy

Symptoms I Have Been Experiencing

Questions/Problems to Discuss with Doctor/Midwife

Medical Test Results

Treatment or Medication Prescribed

Weight Blood Pressure Weight Gain

Doctor's Instructions

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Eating Right for You and Your Baby

Think before you eat. Ask yourself if what you are about to eat has nutritional value for your baby. If it does not, choose something else.

Think before you don't eat. Pregnancy is not the time to diet. You may be depriving your baby of necessary nutrition.

As a general guideline, select from the following food groups:

Protein—Four Servings Daily

Dairy
Eggs
Fish
Seafood
Poultry
Meat
Nuts
Seeds
Tofu

Vitamin C—Two Servings Daily

The body cannot store Vitamin C and cooking reduces the amount in food.

Fruits
Vegetables

Calcium—Four Servings Daily

Dairy (Cheese, Milk, Yogurt)
Fish and Seafood

Whole Grains and Other Concentrated Complex Carbohydrates—Four to Five Servings Daily

Grains and Flours
Cereals
Breads, Baked Goods
Peas, Beans
Whole Wheat, High-Protein Pasta
Popcorn (Without Butter)

Iron-Rich Foods—Eat Some Daily and Take a Supplement

Dried Beans and Peas
Dried Fruit
Artichokes

Blackstrap Molasses
Beef
Baked Goods with Carob Flour
Pumpkin Seeds
Sardines
Soy Beans and Products
Spinach

High-Fat Foods—Two Servings Daily

Margarine, Butter, Vegetable Oil
Mayonnaise
Avocado
Cream
Cream Cheese
Sour Cream
Peanuts, Pecans, Walnuts
Peanut Butter

Salty Foods—in Moderation
Fluids—at Least Eight Glasses Daily
Supplements (a Pregnancy-Formulated Vitamin Daily)—Take Only Recommended Dosage

Eating Wrong

Artificial Whipped Toppings
Artificially or Sugar-Sweetened Cereals
Artificially Sweetened Foods
Bagels, Pancakes, Biscuits
Cake and Cookie Mixes
Candied Fruit
Candy
Canned Fruits in Sugar Syrup
Canned Soups or Instant Soup Mixes (Except "All Natural" Ones with No Sugar and Moderate Salt Content)
Chocolate Syrups
Commercial Baked Beans
Commercial Flavored Yogurts
Commercial Gelatin or Pudding
Commercial Ice Cream, Ices, Sherbets, Frozen Tofu Desserts
Commercial Salad Dressings (with Sugar, Chemicals, or Artificial Sweeteners)
Commercial Sweetened Pie Fillings
Cookies or Cakes Baked with Any Type of Sugar or Honey
Cornstarch or Other Starches
Doughnuts
Frankfurters, Cold Cuts
Ice Milk or Frozen Yogurt with Sugar
Icing and Frosting Mixes
Instant Dinners in a Box
Ketchup, Barbecue Sauce
Maple Syrup
Maraschino Cherries
Nondairy Creamers
Pancake Syrups
Pastries or Pies Baked with Any Type of Sugar or Honey
Smoked Fish or Meat
Sugar-Sweetened or Artificially Sweetened Soft Drinks
Sugar, Corn Syrup, Honey
Sundae Toppings
Sweet Relishes and Pickles
Sweetened Cocoa
Sweetened Condensed Milk
Sweetened Fruit Juices
White Bread, Rolls, Pitas, White Rice, White Pastas

Questions to Consider When Choosing Day Care

1. Can you get to the center easily from your office or home?
2. What are your hours? Are they rigid or flexible? If you are detained, will a staff member remain with your child or will you have to arrange for someone to pick him or her up at the specified hour?
3. Is the establishment licensed? If applicable, are the personnel certified? If they are not, what are their qualifications?
4. What will be done in the event of an emergency? Is there a qualified doctor or nurse available on short notice? What about a nearby hospital?
5. What has been the health record for both staff and children?
6. What meals are provided? Who prepares them and where does the food come from?
7. What is the facility's vacation schedule? Will it be closed on holidays or during the summer?
8. How many children are cared for and what is the ratio of staff to children? Is it constant or is it likely to change?
9. What is the policy on naps? Are mats provided for that purpose?

Questions to Consider When Choosing a Caregiver

1. Why are they working as housekeepers/nurses/nannies/babysitters? Is it a career or an interim position?
2. What is their basic child-care philosophy? Are they rigid in this philosophy? Be specific—for example, ask specific "what if" questions about how to handle situations. "What would you do if the baby fell out of the high chair but appeared to be all right?"
3. How might they take direction/correction from the parent?
4. How would they handle their own possible disapproval of the parents' actions? For example, if the working mother is delayed at the office, and the child is old enough to understand, would the caregiver be supportive of the mother's dilemma and reassure the child about the mother's imminent return?
5. What does the caregiver consider his/her strengths and weaknesses to be?
6. Is the caregiver healthy? Any back trouble? Will he/she be able to manage regular lifting?
7. What is the caregiver's educational background? Any nurse's training?
8. What do they consider the proper perimeters of the job? Does it include doing the baby's laundry? Cleaning the baby's room? Cooking for the baby?
9. What salary and benefits are they expecting? Will they want to be paid by cash or check?
10. How flexible are they about time off, and what vacation time would they expect? Do they want pay if you take a vacation?
11. Do they drive? Have they ever had an accident? Have they ever driven with infants or small children in the car?
12. Are they familiar with the area in which you live?

Checking References

Be sure to ask a prospective caregiver for references and check each one. Try to talk to previous employers at some length. This is the only way to be certain you are hiring someone reliable. If you are not wholly satisfied—even if you cannot put your finger on why—pass up the applicant.

Here are questions to ask:

1. What were the applicant's strengths? Weaknesses? General capabilities?
2. Was he/she reliable? Argumentative? Intrusive in the day-to-day workings of the family?
3. Was the applicant flexible with time arrangements?
4. Was the applicant comfortable with the child/children? How did the child respond?
5. Did the applicant take directions? Did he/she follow the parents' wishes?
6. Did the previous employers feel safe leaving their children with the applicant?
7. Was the applicant discreet in discussing former employers?
8. Was the applicant ever ill or did she have personal problems that prevented the fulfillment of regular duties?
9. If English is not the applicant's native tongue, is her comprehension adequate for tasks?
10. Were there any special problems? (Try to get the previous employers to be straightforward. Point out that this person will be the sole caregiver for your child for a large part of each day.)
11. Why did the applicant leave their employ?

Since wages will be a primary consideration in hiring, find out the going rate for the type of help you are considering. It is better to err on the side of being generous rather than stingy. At the same time, leave a margin to increase wages as a reward for good work.

What to Take to the Hospital

For the Labor/Birthing Room:

1. This book
2. Powder, lotions, or anything else you'd like to be massaged with.
3. Petroleum jelly for dry lips.
4. A small paper bag, to breathe into in case you begin to hyperventilate.
5. A tennis ball or plastic rolling pin, for firm countermassage should backache be a problem.
6. Sugarless hard candy to keep your mouth moist.
7. Heavy socks, in case your feet become cold.
8. A hairbrush, if having someone brush your hair is comforting.
9. A washcloth for sponging down with, though the hospital may provide this.
10. A sandwich or other snack for Dad (a coach who faints from hunger can't be effective).
11. A bottle of champagne, wrapped and labeled with your name, for celebrating (ask the nurse to keep it in the fridge).
12. Other:

For You in Your Hospital Room:

1. A robe and/or nightgowns—be forewarned that pretty nightgowns may get bloodstained. Ditto bathrobes. A good compromise might be a bedjacket over the hospital gown.
2. Slippers.
3. Nursing bras (if planning to nurse).
4. Two or three pairs of underpants.
5. Perfume, powder, or whatever else makes you feel fresh.
6. Toiletries, including shampoo, toothbrush, toothpaste, lotion, deodorant, hairbrush, hand mirror, makeup, and any other essentials of beauty and hygiene.
7. Sanitary napkins, preferably the adhesive variety, though pads and a belt are usually provided by the hospital.
8. Wristwatch (leave jewelry home).
9. Money for newspapers and Life Savers (leave the rest at home).
10. Playing cards, books (including what-to-name-your-baby books if you are leaving that decision for the last minute), and other distractions.
11. Camera and flash.

12. Packs of raisins, nuts, whole wheat crackers, and other healthful snacks to keep you healthy and regular in spite of a hospital diet.
13. A going-home outfit for you (don't expect miracles—pack a loose-fitting style).
14. Baby's keepsake book.
15. Birth announcements (address and stamp the envelopes before the baby arrives).
16. Stationery and thank-you notes.
17. Address book with telephone numbers and addresses.
18. Long-distance telephone credit card.
19. Credit card number (makes shopping easier if you want to send a gift to a special friend).
20. Small photograph of your other children. (Allow the sibling to help you pack his or her picture. Also be sure it is visible when he comes to visit.)

For Baby

1. A going-home outfit for baby—a kimono or stretch suit, T-shirt, booties, a receiving blanket, and a heavy bunting or blanket if it's cold; diapers will probably be provided by the hospital, but take along an extra, just in case.
2. Diaper bag (to carry home any diapers or baby supplies that the hospital may provide you with).

Equipping the Nursery

ITEM	ON HAND	TO BUY	TO BORROW	BORROWED FROM
Bassinette				
Cradle				
Infant Carrier				
Crib				
Crib Mattress				
Crib Bumpers				
Portable Crib (optional)				
Baby Bath				
Dresser				
Changing Table				
Diaper Bag				
Extra Bed for Caregiver				
Car Seat				
Stroller				
Carriage				
High Chair				
Playpen				
Walker (optional)				
Rocking Chair (optional)				
Wastebasket				
Clothes Hamper				
Curtains (optional)				

Decorating and Safety-Proofing the Nursery

ITEM	SAFETY
Furniture	Check for loose bolts, splinters, sturdiness.
Crib	Make sure the bumper ties to the crib rails at several locations.
Rocking Chair	Put nonskid appliqués to hold in place.
Lamp	Keep floor free of cords by taping cords to baseboard.
Stuffed Animals/Mobiles	Check for loose parts that could come off and be swallowed.

Baby's Clothing

ITEM	ESTIMATED NUMBER REQUIRED	NUMBER ON ON HAND	TO BUY	BOR-ROWED FROM
Cloth Diapers	4 dozen or 2 dozen if using diaper service or disposables			
Disposable Diapers	350 the first month			
Waterproof Pants (for Cloth Diapers)	4–6			
Undershirts	6			
Small Gowns or Kimonos	4–6			
Stretch Suits	3–4			
Sweaters	2			
Blanket Sleeper	1–2			
Bibs	2–4			
Safety Diaper Pins (Double-Locking Heads; Needed Only for Cloth Diapers)	4			
Caps (to Protect from Summer Sun and Winter Cold)	2			
Bunting (Winter Baby)	1			
Sunsuit (Summer Baby)	1			
Socks/Booties	4–6			
Crib Sheets	4–6			
Crib Blankets	2			
Receiving Blankets	4–6			
Waterproof Lap Pads	2–6			

ITEM	ESTIMATED NUMBER REQUIRED	NUMBER ON ON HAND	TO BUY	BOR-ROWED FROM
Flannelette-Coated Sheets	2			
Quilted Crib Pads	2			
Washcloths	6			
Hand Towels	2 or 3			
Bath Towels	2 or 3			
Hooded Bath Towels	2 or 3			
Infant Seat Cover				
Playpen Cover				
Car Seat Cover				
High Chair Cover				
Diaper Bag				
Other				

Baby Clothing Sizing Chart

Size is determined by height and weight, not age.

SIZE	HEIGHT	WEIGHT
Newborn	to 24 inches	to 14 pounds
Small	24½ to 28 inches	15 to 20 pounds
Medium	28½ to 32 inches	21 to 26 pounds
Large	32½ to 36 inches	27 to 32 pounds
Large	36½ to 38 inches	33 to 36 pounds

Infant sleepwear runs slightly smaller than the above sizes:

Newborn	to 23 inches	to 13 pounds
1B	23½ to 26 inches	14 to 17 pounds
2B	26½ to 29 inches	18 to 22 pounds
3B	29½ to 32 inches	23 to 26 pounds
4B	32½ to 35 inches	27 to 31 pounds

Note: Most parents purchase items beginning with size small, as babies grow very fast.

Assignments for New Fathers

Calls to be made:

Plan religious ceremony:

Make necessary purchases:
  Household supplies
  Groceries
  Baby items

Errands to do:

Baby's Gift List

GIFT	GIVEN BY	STORE AND DATE RECEIVED	EXCHANGED FOR	THANK-YOU NOTE SENT

Baby's Growth Chart

WEEK/MONTH	DATE	WEIGHT	HEIGHT (INCHES)

Schedule for Inoculation

Measles (Gamma Globulin)

Diphtheria

Tetanus

Polio

Dependent Emergency Medical Care Permission

To Whom It May Concern:

This letter gives my permission to give emergency care to my son/ daughter, ______________________________,
while he/she is in the care of ______________________.

I can be reached at: ____________________________.
My spouse can be reached at: ______________________.
Insurance coverage provided by: ____________________.

____
(*Signature of Parent*)

________________________ ________________________
(*Notary*) (*Date*)

Notary Seal:

Birthdays, Anniversaries, and Other Special Dates to Remember

Personal Data

Names, Addresses, and Telephone Numbers

Names, Addresses, and Telephone Numbers

The following agencies and organizations, located in the United States and Canada, are sources of information and support for working parents and women.

Parent and Child-Care Support Groups

Parent Action
Founded in 1989 by pediatrician T. Brazelton, columnist Bernice Weissbourd, and children's advocate Susan CeConcini, this is the only national organization specifically for parents. Parent Action is a grassroots organization with 8,000 members that aims to "give voice" to the issues that concern parents and the many roles they play within our society. The primary focus is education, child care, and health. Address: B & O Building, 2 N. Charles Street, Baltimore, MD 21201. Telephone: (410) 727-3687; Fax: (410) 752-1793.

Families and Work Institute
Ellen Galinsky and Dana Friedman, both nationally renowned experts in the work and family field, founded this organization in 1989. Galinsky has written articles on work/family issues for *Parents* and *Ladies' Home Journal* magazines. The Families and Work Institute is a nonprofit research and planning organization dedicated to developing new approaches for balancing the changing needs of America's families with the continuing need for workplace productivity. Address: 330 Seventh Avenue, New York, NY 10001. Telephone: (212) 465-2044; Fax: (212) 268-6515.

Working Mothers Inc.
Founded by Sharon Tahaney, this organization published its first newsletter in fall 1992. Members of WMI are linked to experts who can advise women on the many aspects of being a mother, a worker, and a citizen. Address: 18032 Benchmark, Dallas, TX 75252. Telephone: (214) 248-9675.

The Child Care Group
Founded in 1901 as an affiliate of the United Way, CCG is an innovative leader in the search for child-care solutions. The group reaches more than 24,000 children and families through six major programs. Address: 1221 River Bend, Suite 250, Dallas, TX 75247. Telephone: (214) 630-7911; Fax: (214) 631-7715.

Mothers on the Move
A professional support and networking organization for mothers who own a business, MOM publishes a monthly newsletter and distributes a national membership directory. Telephone: (602) 628-2598.

National Association of Child-Care Resource and Referral Agencies
This national association maintains a list of more than 400 resource and referral agencies (R & Rs) throughout the United States for the purpose of helping parents locate local child care. The association helps some 750,000 parents each year choose quality child-care services from more than 250,000 providers, and is responsible for training 50,000 child-care experts. Telephone: (800) 424-2246.

National Association for the Education of Young Children
This group provides the names of accredited early-education programs in your area. Telephone: (800) 424-2460.

National Association for Family Daycare
This organization can put you in touch with a local family daycare association or accredited provider, if there's one in your area. Address: 1331 Pennsylvania Avenue, NW, #348, Washington, DC 20004. Telephone: (800) 359-3817.

National Association of Hospital Affiliated Childcare Programs
Provides the names of member hospitals that offer child care for employees' children and community residents, and will put you in touch with its state and regional coordinators. Telephone: Lutheran General Children's Care, 9375 Church Street, Des Plaines, IL 60016 (send correspondence to the attention of President Josie Disterhoft). Telephone: (708) 824-5180; Fax: (708) 824-5248.

International Nanny Association
Offers state-by-state directory of placement agencies that specialize in helping parents find live-in care. To receive the directory, send a check for $12.95 to: International Nanny Association, P.O. Box 26522, Austin, TX 78755-0522.

Black Single Parents
3712 Belle Avenue
Baltimore, MD 21215
Telephone: (301) 332-4122

Displaced Homemaker Network
1625 K Street, NW
Suite 300
Washington, DC 20006
Telephone: (202) 467-6346

Mothers Without Custody
P.O. Box 602
Greenpoint, MD 20770
Telephone: (301) 552-2319
(National volunteer organization)

North American Conference of Divorced and Separated Catholics
80 St. Mary's Drive
Cranston, RI 02920
Telephone: (401) 943-7903

Parents Without Partners
8807 Colesville Road
Silver Springs, MD 20910
Telephone: (301) 588-9354

Single Parent Resource Center
1165 Broadway,
Room 504
New York, NY 10001
Telephone: (212) 475-4401,
213-0047

United Way of America
701 N. Fairfax Street
Alexandria, VA 22314-2045
Telephone: (703) 836-7100

Widowed Persons of AARP
601 E Street, NW
Washington, DC 20049
Telephone: (202) 434-2277

FYI: The 1964 Civil Rights Act, amended in 1978 to include the Pregnancy Discrimination Act, prohibits discrimination on the basis of pregnancy, childbirth, or any related medical situation.

Equal Employment Opportunity Commission District and Area Offices

Following is an alphabetical directory of EEOC's 23 "full service" district offices and the 27 area and local offices serving those districts. The following agencies and organizations, located in the United States and Canada, are sources of information and support for working parents and women.

Albuquerque Area Office
505 Marquette, NW
Suite 1109
Albuquerque, NM 87102-2189
Telephone: (505) 766-2061

Atlanta District Office
75 Piedmont Avenue, NE
Suite 1100
Atlanta, GA 30335
Telephone: (404) 331-0604

Baltimore District Office
111 Market Place
Suite 4000
Baltimore, MD 21202
Telephone: (410) 962-3932

Birmingham District Office
1900 Third Avenue North
Suite 101
Birmingham, AL 35203-2397
Telephone: (205) 731-0082

Boston Area Office
1 Congress Street
Tenth Floor
Boston, MA 02114
Telephone: (617) 565-3200

Buffalo Local Office
6 Fountain Plaza
Suite 350
Buffalo, NY 14202
Telephone: (716) 846-4441

Charlotte District Office
5500 Central Avenue
Charlotte, NC 28212
Telephone: (704) 567-7100

Chicago District Office
536 South Clark Street
Room 930-A
Chicago, IL 60605
Telephone: (312) 353-2713

Cincinnati Area Office
The Ameritrust Building
525 Vine Street
Suite 810
Cincinnati, OH 45202-3122
Telephone: (513) 684-2851

Cleveland District Office
1375 Euclid Avenue
Room 600
Cleveland, OH 44115-1808
Telephone: (216) 522-2001

Dallas District Office
8303 Elmbrook Drive
Second Floor
Dallas, TX 75247
Telephone: (214) 767-7015

Denver District Office
1845 Sherman Street
Second Floor
Denver, CO 80203
Telephone: (303) 866-1300

Detroit District Office
477 Michigan Avenue
Room 1540
Detroit, MI 48226-9704
Telephone: (313) 226-7636

El Paso Area Office
The Commons, Building C
Suite 100
4171 North Mesa Street
El Paso, TX 79902
Telephone: (915) 534-6550

Fresno Local Office
1313 P Street
Suite 103
Fresno, CA 93721
Telephone: (209) 487-5793

Greensboro Local Office
801 Summit Avenue
Greensboro, NC 27405-7813
Telephone: (919) 333-5174

Greenville Local Office
SCN Building
15 South Main Street
Suite 530
Greenville, SC 29601
Telephone: (803) 241-4400

Honolulu Local Office
677 Ala Moana Boulevard
Suite 404
P.O. Box 50082
Honolulu, HI 96813
Telephone: (808) 541-3120

Houston District Office
1919 Smith Street
Seventh Floor
Houston, TX 77002
Telephone: (713) 653-3377

Indianapolis District Office
101 West Ohio Street
Suite 1900
Indianapolis, IN 46204-1903
Telephone: (317) 226-7212

Jackson Area Office
Cross Roads Building Complex
207 West Amite Street
Jackson, MI 39201
Telephone: (601) 965-4537

Kansas City Area Office
911 Walnut Street
Tenth Floor
Kansas City, MO 64106
Telephone: (816) 426-5773

Little Rock Area Office
425 West Capitol Avenue
Suite 625
Little Rock, AR 72201
Telephone: (501) 324-5060

Los Angeles District Office
255 East Temple Street
Fourth Floor
Los Angeles, CA 90012
Telephone: (213) 894-1000

Louisville Area Office
600 Martin Luther King Jr. Place
Suite 268
Louisville, KY 40202
Telephone: (502) 582-6082

Memphis District Office
1407 Union Avenue
Suite 621
Memphis, TN 38104
Telephone: (901) 722-2617

Miami District Office
1 Northeast First Street
Sixth Floor
Miami, FL 33132-2491
Telephone: (305) 536-4491

Milwaukee District Office
310 West Wisconsin Avenue
Suite 800
Milwaukee, WI 53203-2292
Telephone: (414) 297-1111

Minneapolis Local Office
220 Second Street South
Room 108
Minneapolis, MN 55401-2141
Telephone: (612) 370-3330

Nashville Area Office
50 Vantage Way
Suite 202
Nashville, TN 37228
Telephone: (615) 736-5820

Newark Area Office
60 Park Place
Room 301
Newark, NJ 07102
Telephone: (201) 645-6383

New Orleans District Office
701 Loyola Avenue
Suite 600
New Orleans, LA 70113-9936
Telephone: (504) 589-2329

New York District Office
90 Church Street
Room 1501
New York, NY 10007
Telephone: (212) 264-7161

Norfolk Area Office
252 Monticello Avenue
First Floor
Norfolk, VA 23510
Telephone: (804) 441-3470

Oakland Local Office
1333 Broadway
Room 430
Oakland, CA 94612
Telephone: (510) 273-7588

Oklahoma Area Office
531 Couch Drive
Oklahoma City, OK 73102
Telephone: (405) 231-4911

Philadelphia District Office
1421 Cherry Street
Tenth Floor
Philadelphia, PA 19102
Telephone: (215) 656-7000

Phoenix District Office
4520 North Central Avenue
Suite 300
Phoenix, AZ 85012-1848
Telephone: (602) 640-5000

Pittsburgh Area Office
1000 Liberty Avenue
Room 2038-A
Pittsburgh, PA 15222
Telephone: (412) 644-3444

Raleigh Area Office
1309 Annapolis Drive
Raleigh, NC 27608-2129
Telephone: (919) 856-4064

Richmond Area Office
3600 West Broad Street
Room 229
Richmond, VA 23230
Telephone: (804) 771-2692

San Antonio District Office
5410 Fredericksburg Road
Suite 200
San Antonio, TX 78229
Telephone: (210) 229-4810

San Diego Area Office
401 B Street
Suite 1550
San Diego, CA 92101
Telephone: (619) 557-7235

San Francisco District Office
901 Market Street
Suite 500
San Francisco, CA 94103
Telephone: (415) 744-6500

San Jose Local Office
96 North Third Street
Suite 200
San Jose, CA 95112
Telephone: (408) 291-7352

Savannah Local Office
10 Whitaker Street
Suite B
Savannah, Georgia 31401
Telephone: (912) 652-4234

Seattle District Office
2815 Second Avenue
Suite 500
Seattle, WA 98121
Telephone: (206) 553-0968

St. Louis District Office
625 North Euclid Street
Fifth Floor
St. Louis, MO 63108
Telephone: (314) 425-6585

Tampa Area Office
Timberlake Federal Building
Annex
501 East Polk Street
Tenth Floor
Tampa, FL 33602
Telephone: (813) 228-2310

Washington Field Office
1400 L Street, NW
Suite 200
Washington, DC 20005
Telephone: (202) 275-7377

Regional Offices of the U.S. Department of Labor, Women's Bureau

Administrative Offices
Women's Bureau
U.S. Department of Labor
200 Constitution Avenue, NW
Washington, DC 20210
(202) 523-6653

Director
Shirley M. Dennis
Deputy Director
Jill Emery
Division of Management Services
Judith Cooke
Division of Information and Publications
Bonnie A. Friedman
Division of Policy Analysis & Information
Collis N. Phillips

Region I: Boston
1 Congress Street
11th Floor
Boston, MA 02114
Telephone: (617) 565-1988
Fax: (617) 565-1986
(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Region II: New York
201 Varick Street
Room 601
New York, NY 10014
Telephone: (212) 337-2389
Fax: (212) 337-2394
(New Jersey, New York, Puerto Rico, Virgin Islands)

Region III: Philadelphia
Gateway Building
3535 Market Street
Room 13280
Philadelphia, PA 19104
Telephone: (215) 596-1183
Fax: (215) 596-0683
(Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia)

Region IV: Atlanta
1371 Peachtree Street, NE
Room 323
Atlanta, GA 30367
Telephone: (404) 347-4461
Fax: (404) 347-1755
(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Region V: Chicago
230 South Dearborn Street
Room 1022
Chicago, IL 60604
Telephone: (312) 353-6985
Fax: (312) 353-6986
(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Region VI: Dallas
Federal Building
525 Griffin Street
Suite 731
Dallas, TX 75202
Telephone: (214) 767-6985
Fax: (214) 767-4188
(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Region VII: Kansas City
911 Walnut Street
Room 2511
Kansas City, MO 64106
Telephone: (816) 426-6108
Fax: (816) 426-7218
(Iowa, Kansas, Missouri, Nebraska)

Region VIII: Denver
1801 California Street
Suite 905
Denver, CO 80202-2614
Telephone: (303) 391-6756
Fax: (303) 391-6758
(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Region IX: San Francisco
71 Stevenson Street
Suite 927
San Francisco, CA 94105
Telephone: (415) 744-6679
Fax: (415) 744-9611
(Arizona, California, Guam, Hawaii, Nevada)

Region X: Seattle
1111 Third Avenue
Room 885
Seattle, WA 98101-3211
Telephone: (206) 553-1534
Fax: (206) 553-5085
(Alaska, Idaho, Oregon, Washington)

Canada

Daycare Services

Alberta
Community Day Programs
Alberta Social Services
10030 107th Street
Edmonton, AB T5J 3E4

British Columbia
Community Support Services Division
614 Humboldt
Victoria, BC V8V 1X4
Telephone: (604) 387-1275

Manitoba
Family Services/Child Daycare
114 Garry Street
Second Floor
Winnipeg, MB R3C 1G1
Telephone: (204) 945-2668

Northwest Territories
Daycare Consultant
Department of Social Services
Government of the NWT
Yellowknife, NT X1A 2L9
Telephone: (403) 920-8786

Nova Scotia
Director of Daycare Services
Department of Community Services
Box 696
Halifax, NS B3J 2T7
Telephone: (902) 424-4279

Ontario
National Daycare Information Centre
Department of National Health and Welfare
Ottawa, ON K1A 1B5
Telephone: (613) 957-2861
TLX: 053-3270

Metropolitan Toronto Children's Service Division
Department of Community Services
55 John Street
Tenth Floor
Station 1102
Toronto, ON M5V 3C6

Saskatchewan
Child Day Division
Department of Social Services
1920 Broad Street
Regina, SK S4P 3V6
Telephone: (306) 787-3855
TLX: 071-2453

Yukon
Health and Human Resources
Box 2703
Whitehorse, YT
Telephone: (403) 667-5674

Native Women's Program
Department of Secretary of State
Ottawa, ON K1A 0M5
Telephone: (819) 997-1550

Office of the Coordinator, Status of Women Canada
151 Sparks Street
Ottawa, ON K1A 1C3
Telephone: (613) 995-7835

Status of Women Canada
Constitution Square Boulevard
360 Albert Street
Suite 700
Ottawa, ON K1A 1C3

Women's Bureau, Labour Canada
Ottawa, ON K1A 0J2
Telephone: (819) 997-1550

Women's Employment Division
Canada Employment and Immigration Commission
Ottawa, ON K1A 0J9
Telephone: (407) 362-2000

Women's Program
Department of Secretary of State
Ottawa, ON K1A 0M5
Telephone: (819) 994-5455

Alberta Advisory Council on Women's Issues
9810 111th Street
Edmonton, AB S5K 1K2

Alberta Women's Secretariat
Kensington Place
10011 109th Street
Eighth Floor
Edmonton, AB T5J 3S8
Telephone: (403) 422-4927

British Columbia Ministry of Women's Equality
Deputy Minister's Office
Women's Programs
756 Fort Street
Victoria, BC V8V 1X4
Telephone: (604) 387-3613

Manitoba Advisory Council on the Status of Women
#450
500 Portage Avenue
Room 210
Winnipeg, MB R3C 3X1
Telephone: (204) 945-6381

Manitoba Women's Directorate
#450
500 Portage Avenue
Winnipeg, MB R3C 3X1
Telephone: (204) 945-3476

Northwest Territories Status of Women
Council of NWT
Box 1320
Yellowknife, NT X1A 2L9
Telephone: (403) 920-6177

Ontario Advisory Council on Women's Issues
880 Bay Street
Fifth Floor
Toronto, ON M7A 1N3
Telephone: (416) 326-1840

Ontario Women's Directorate
2 Carlton Street
12th Floor
Toronto, ON M5B 3H9
Telephone: (416) 314-0300

Prince Edward Island Women's Directorate
Department of Education
Box 2000
Charlottetown, PE C1A 7N8
Telephone: (902) 892-3504

Quebec Counseil du statut de la femme
8 rue Cook
3e etage, bur. 300
Quebec, QC G1R 5J7
Telephone: (418) 643-2851 or
(800) 463-2851

Saskatchewan Action Committee on Status of Women
#1508
3520 Hillsdale Street
Regina, SK S4S 5Z5

Saskatchewan Women's Secretariat
1914 Hamilton
Fourth Floor
Regina, SK S4P 4V4
Telephone: (306) 787-7401

Yukon Women's Directorate
Box 2703
Whitehorse, YT Y1A 2C6

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About the Author

Susan S. Stautberg, a communications executive and the author of four successful books, is a publishing entrepreneur. She has appeared on "Oprah Winfrey," the "Today" show, and "Sally Jessy Raphael," and her writing has appeared in such national publications as the *New York Times*, the *Wall Street Journal*, and *Nation's Business*.

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THE SOLUTION TO POLLUTION: 101 Things You Can Do to Clean Up Your Environment, by Laurence Sombke, offers step-by-step techniques on how to conserve more energy, start a recycling center, choose biodegradable products, and even proceed with individual environmental cleanup projects. ($7.95 paper)

THE SOLUTION TO POLLUTION IN THE WORKPLACE, by Laurence Sombke, Terry M. Robertson, and Elliot M. Kaplan, supplies employees with everything they need to know about cleaning up their workspace, including recycling, using energy efficiently, conserving water and buying recycled products and nontoxic supplies. ($9.95 paper)

THE ENVIRONMENTAL GARDENER: The Solution to Pollution for Lawns and Gardens, by Laurence Sombke, focuses on what each of us can do to protect our endangered plant life. A practical sourcebook and shopping guide. ($8.95 paper)

OTHER INTERESTS

MANN FOR ALL SEASONS: Wit and Wisdom from The Washington Post*'s Judy Mann*, by Judy Mann, shows the columnist at her best as she writes about women, families, and the impact and politics of the women's revolution. ($9.95 paper, $19.95 cloth)

GLORIOUS ROOTS: Recipes for Healthy, Tasty Vegetables, by Laurence Sombke, celebrates the taste, texture, and versatility of root vegetables. Contains recipes for appetizers, soups, stews, and baked, boiled, and stir-fried dishes—even desserts. ($12.95 paper)

MISS AMERICA: In Pursuit of the Crown, by Ann-Marie Bivans, is an authorized guidebook to the Pageant, containing eyewitness accounts, complete historical data, and a realistic look at the trials and triumphs of the potential Miss Americas. ($19.95 paper, $27.50 cloth; b&w and color photos)

THE BIG APPLE BUSINESS AND PLEASURE GUIDE: 501 Ways to Work Smarter, Play Harder, and Live Better in New York City, by Muriel Siebert and Susan Kleinman, offers visitors and New Yorkers alike advice on how to do business in the city as well as how to enjoy its attractions. ($9.95 paper)

SOMEONE ELSE'S SON, by Alan A. Winter, explores the parent-child bond in a contemporary story of lost identities, family secrets, and relationships gone awry. Eighteen years after bringing their first son home from the hospital, Trish and Brad Hunter discover they are not his natural parents. Tom between their love for their son, Phillip, and the question of whether they should help him search for his biological parents, the couple must also struggle with the issue of their own biological son. Who is he—and do his parents know their baby was switched at birth? ($18.95 cloth)

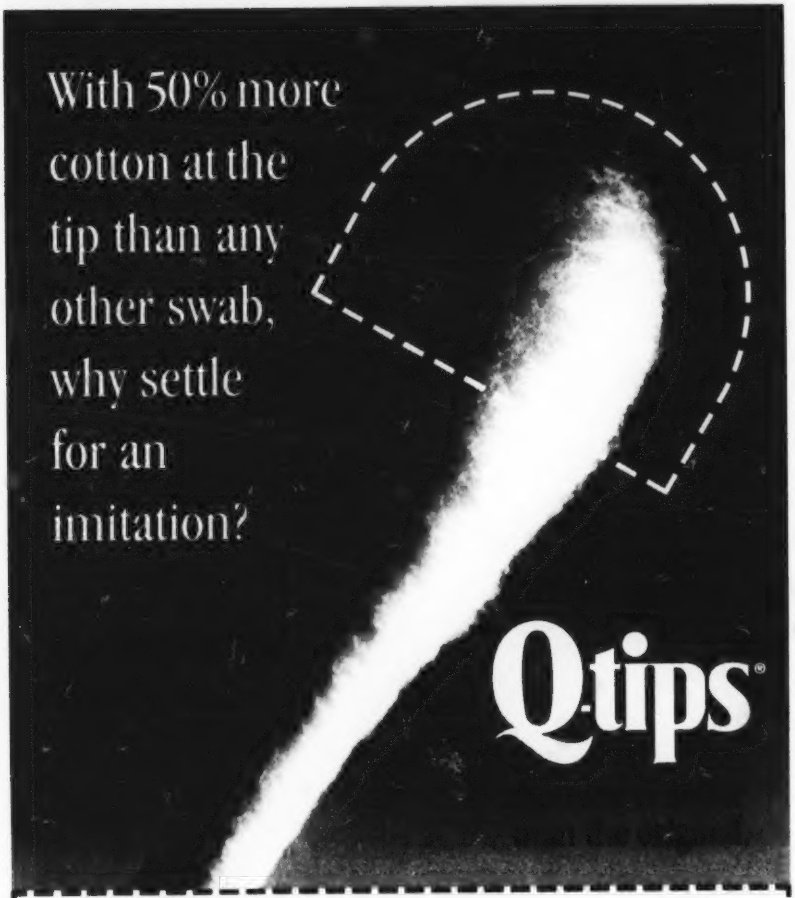
FOR YOUNG READERS

WHAT KIDS LIKE TO DO, by Edward Stautberg, Gail Wubbenhorst, Atiya Easterling, and Phyllis Schneider, is a handy guidebook for parents, grandparents, and baby-sitters who are searching for activities that kids *really* enjoy. Written by kids for kids, this easy-to-read, generously illustrated primer can teach families how to make every day more fun. ($7.95 paper)

A TEEN'S GUIDE TO BUSINESS: The Secrets to a Successful Enterprise, by Linda Menzies, Oren S. Jenkins, and Rickell R. Fisher, provides solid information about starting a business or working for one. ($7.95 paper)

KIDS WHO MAKE A DIFFERENCE, by Joyce M. Roché and Marie Rodriguez, with Phyllis Schneider, is a surprising and inspiring document of some of today's toughest challenges being met—by teenagers and kids! Their courage and creativity allowed them to find practical solutions. ($8.95 paper; with photos)

ROSEY GRIER'S ALL-AMERICAN HEROS: Multicultural Success Stories, by Roosevelt "Rosey" Grier, is a wonderful collection of personal histories, told in their own words, by prominent African-Americans, Latins, Asians, and native Americans; all tell of the people in their lives and choices they made in achieving public acclaim and personal success. ($9.95 paper; with portrait photos)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"While we work to improve the protection at the federal level, this practical guide to combining work and motherhood provides a wealth of information and experience in this more travelled but still difficult passage."

—Senator Patricia Schroeder

"Congratulations,
you are now a proud working mother-to-be!"

THE PREGNANCY AND MOTHERHOOD DIARY: Planning the First Year of Your Second Career by Susan Schiffer Stautberg is the answer to the question you are asking yourself, "How will I ever manage to do it all?" Here is the first, and only, undated 52-week calendar that is also a complete guide to help the working pregnant woman manage her life both at home and at the office, during the nine months of pregnancy and the first three months after the baby is born.

THE PREGNANCY AND MOTHERHOOD DIARY offers a wealth of strategies on how to cope with such crucial topics as:

- when to tell your boss, colleagues and staff
- benefit and leave strategy
- choosing a doctor, pediatrician and caregiver
- nausea, sleepiness and breastfeeding (in the office),
- health, diet, and grooming
- single parenthood, dual-career couples
- returning to work
- and much, much more

In addition to the weekly calendar and note pages, the diary will provide dozens of useful checklists, charts and sources for service.

THE PREGNANCY AND MOTHERHOOD DIARY is the perfect help-mate for this most exciting year of your life.

Susan Schiffer Stautberg is a successful businesswoman, journalist, author of *PREGNANCY NINE TO FIVE*, and proud mother of Edward—who is the inspiration for her books. Ms. Stautberg has co-authored two other books, *BALANCING ACTS* and *MANAGING IT ALL*.

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